Florida’s Roadmap to Living Healthy
User Manual

Version 1.0
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Florida Department of Agriculture and Consumer Services • Adam H. Putnam, Commissioner

Table of Contents

1 Introduction

This document enumerates various functionalities that the Florida's Roadmap to Living Healthy web portal Application offers to the end users. This document outlines the basic workflows that the user should follow in order to accomplish successful use of all functionalities of the Roadmap Application.

The primary objective of this document is to help the end user use navigate the application with an understanding of with instructions of how to use the module included in the Roadmap Application. The main modules of the application include Home Page, Open Data, Map, Contact, Engagement and Help. The functionalities are outlined with a step by step description including screenshots to assist users with navigating and using the aforementioned modules.

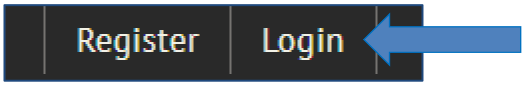
2 Register/Login

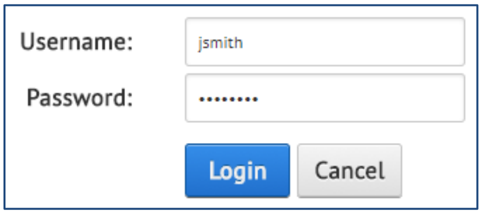
2.1 Registration

On the Food Nutrition and Wellness webpage there is link that provides users the opportunity to register as a Champion user for the Roadmap Application. Upon clicking the Registration link users will be asked to provide a user name, password, display name and email address. Once the account information is submitted, the Site Administrator will be notified of the submitted application and will be reviewed for approval. If the user's application is authorized, a notification will be sent to the user to inform them that they can access the site.

2.2 Login

On the Food Nutrition and Wellness webpage there is link that will redirect users to the login page of the Roadmap Application where they can enter their username and password and login. After login, users will be redirected to the Roadmap to Living Healthy Home Page.





3 Home Page

3.1 Overview

3.1.1 Content

Upon Login, users will be redirected to the Home Page of the Roadmap application. The Home Page displays information about the Florida Department of Agriculture and Consumer Services and provides links to Open Data, additional information regarding different themes, thematic maps, surveys, feedback forms, testimonial forms and contact information.

3.1.2 Main Menu

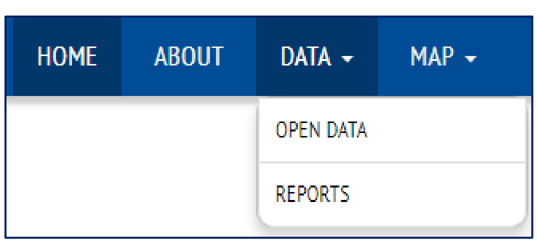
The main menu is located at the top of the page. To expand the menu, click on the menu icon located in the top blue banner area. The menu will remain open until the close button, which is the “X” to the right of the menu items is selected.

3.1.3 About Section

To navigate to the “About” section, click “About” in the main menu or scroll down the page. The “About” section will provide information about the Florida Department of Agriculture and Consumer Services including numerous ways that FDACS provides assistance to Florida’s citizens.

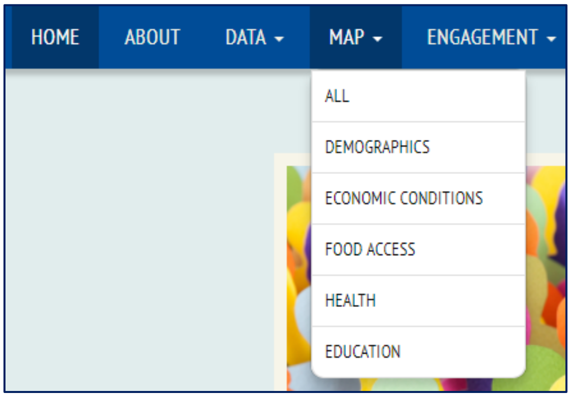
3.1.4 Data Section

The “Data” Section is where users, based on permissions, have the ability to choose links that will redirect users to Open Data where they can access more information for each theme. There also are tools to create different types of reports.



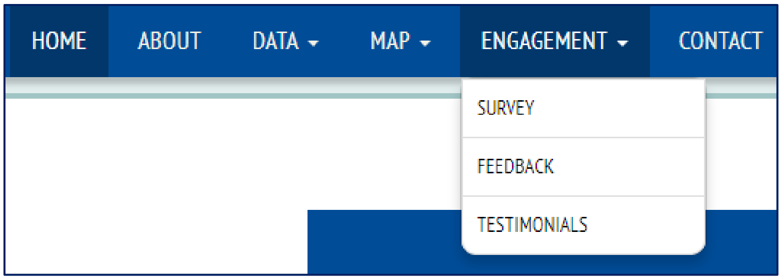
3.1.5 Map Section

The “Map” section of the Home Page can be reached by either clicking “Map” on the main menu or scrolling down the Home Page. In the “Map” Section of the home page, there are six different tiles, five of the tiles each belong to a single theme and one tile, the “All” tile, represents all five themes.



3.1.6 Engagement Section

The “Engagement” section can be reached by selecting “Engagement” from the main menu or scrolling down the page. The Engagement section contains a general description of each component and a link to take a survey or create and submit testimonials and/or feedback.



3.1.7 Contact Section

The “Contact” Section provides users the email address to contact the application administrator to submit concerns or ask questions relevant to the Roadmap to Living Healthy web portal application.

3.1.8 Help Section

Under the “Help” option on the main menu are links for users to be redirected to FAQ’s or to view the User Manual.

4 Data

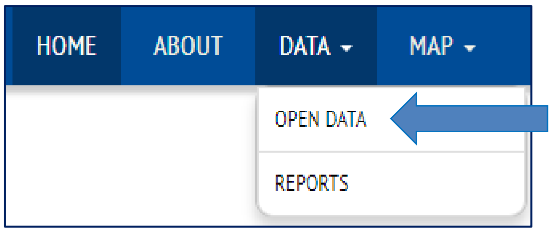
4.1 Open Data, Data Reports

4.1.1 Navigation

Users can navigate to the Data section of the home page by selecting “Data” from the main menu or manually scrolling down the home page.

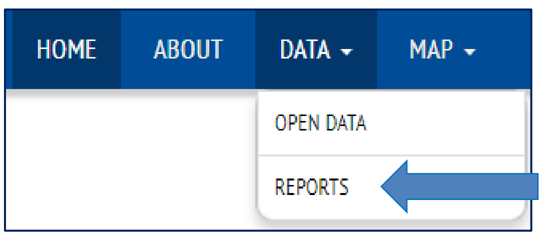
4.1.2 Open Data

Users can navigate to Open Data by clicking the Open Data on any of the themed Data section tiles. When a user clicks Open Data they will be redirected to the corresponding Open Data page for that theme.



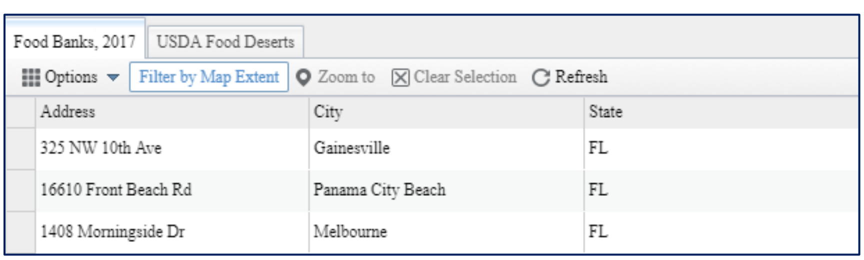
4.1.3 Reports

Users can navigate to reports by clicking “Reports” on any of the themed tiles in the Data section of the Home Page. The system will display the map with the associated layers for the selected theme automatically.



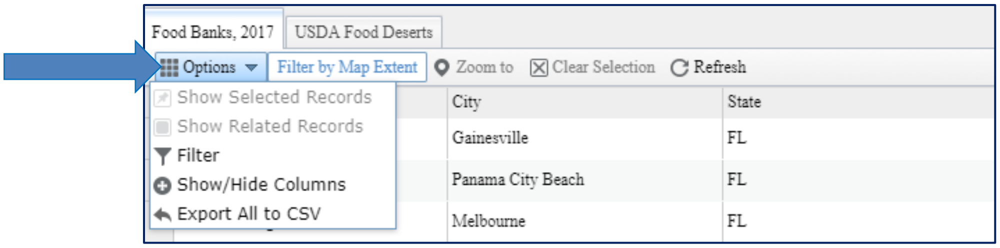
4.1.3.1 View Report Data

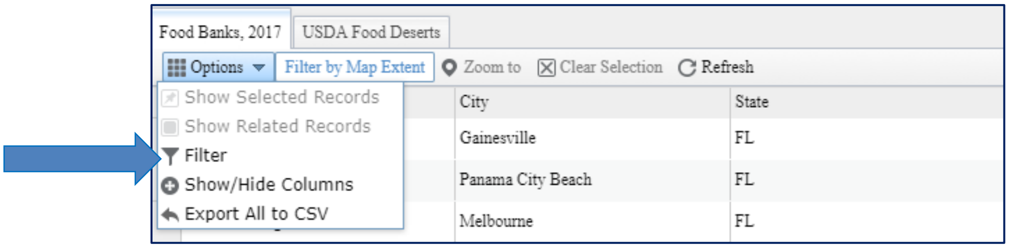
The data for the user selected associated theme will be displayed in a tabular form on different tabs for each individual layer at the bottom of the map page. Users can view the data for any layer associated with the user selected theme by clicking the different layer tabs in the data table.

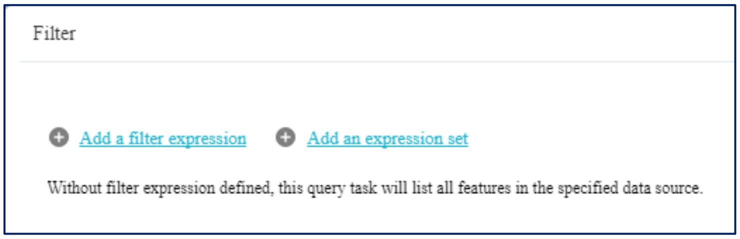


4.1.3.2 Filtering Report Data

Users can filter the tabular data for any associated layer in the table. To filter the data, select the tab of the layer to be filtered. Next, click dropdown for “Option”. Then click “Filter”. Next, click “Add a filter expression” to filter based on one item or “Add an expression set” to filter by multiple items. Users then have different options of how to filter the layer data. They can filter the data by either by the Value, Field or Unique filtering options.

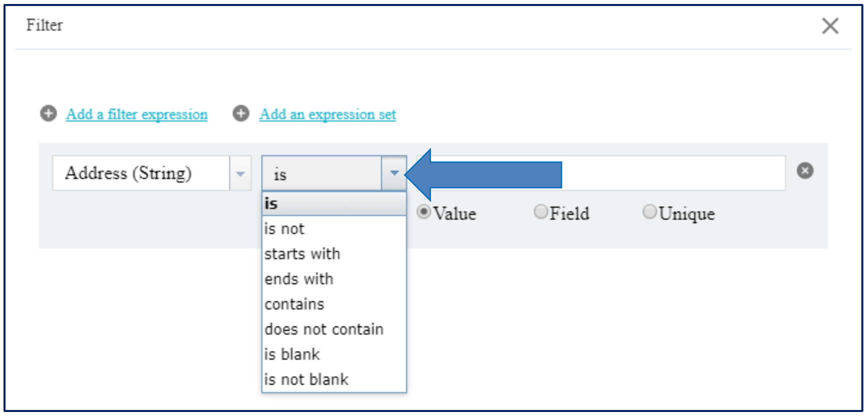


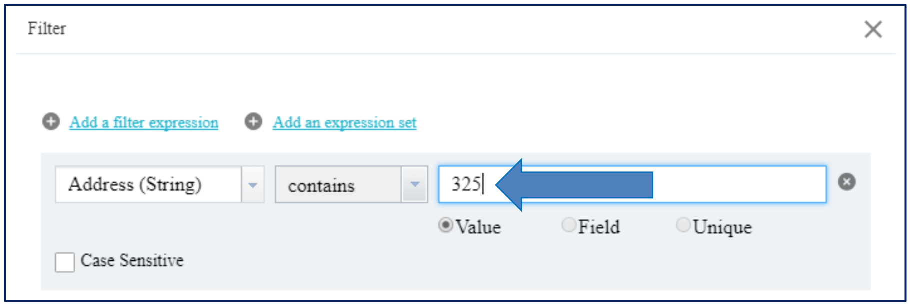


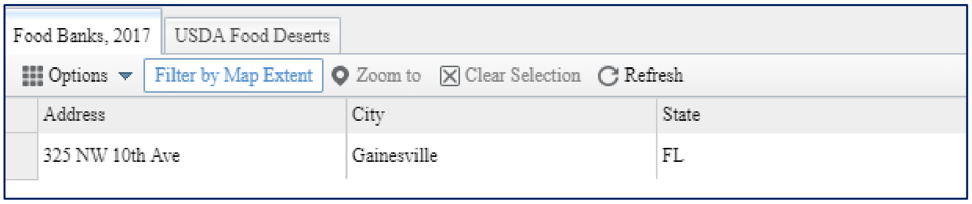


4.1.3.2.1 Filter Report Data

Layer data can be filtered using the “Value,” “Field,” or “Unique” options by selecting the corresponding radio button. Next, select desired filter criteria in the first dropdown. Then manually enter a value into the filter text box or selecting from a second dropdown menu, depending on the radio button selected. Click the “Ok” button. The system will display the data that matches the user entered filter criteria.

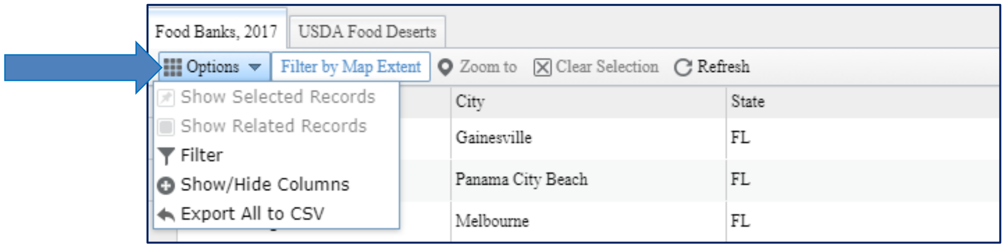


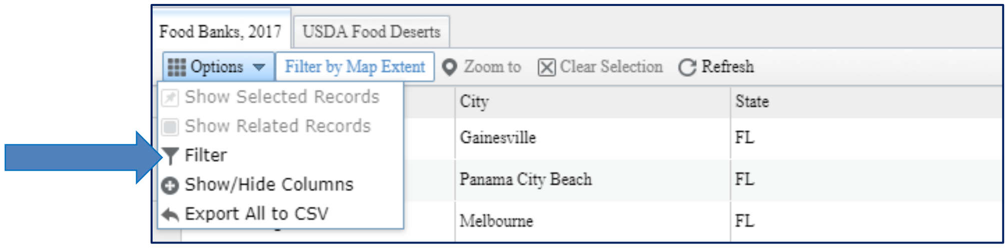


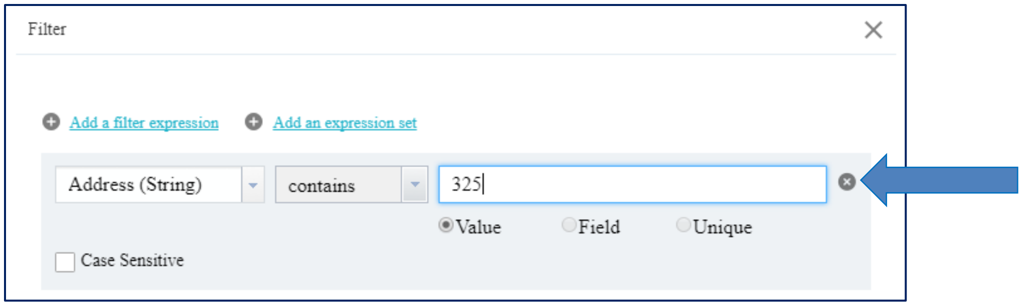


4.1.3.2.2 Remove Report Data Filter

To remove a filter, select the tab of the filtered layer data that needs to be removed and click the “Options” dropdown. Next click “Filter”. Then, click the “X” icon for the filter that is to be removed. Finally, click the “OK” button. The system will remove the filter and the layer tabular data will refresh displaying the layer data without the previous selected filter.

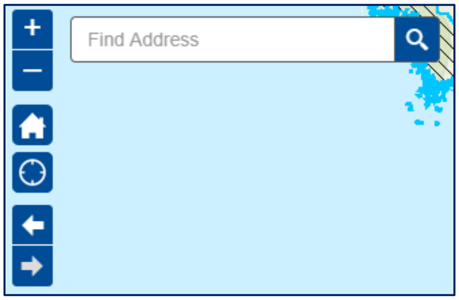


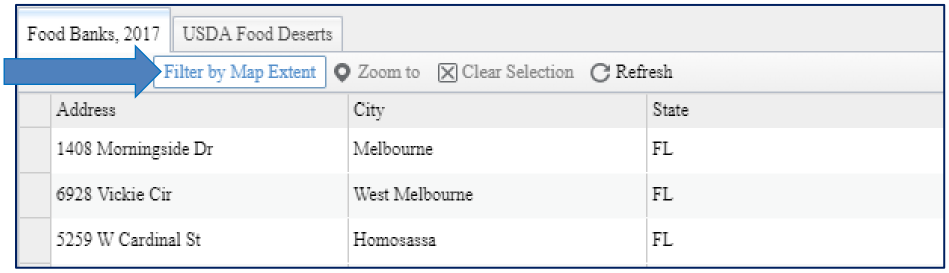




4.1.3.2.3 Filter Report Data by Map Extent

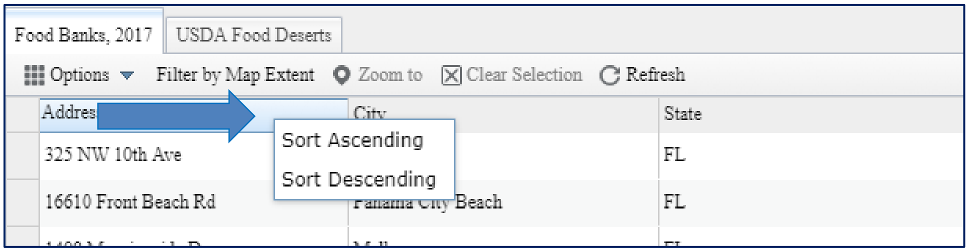
Another way users can filter the layer tabular data is by using the “Filter by Map Extent” option. The “Filter by Map Extent” option allows the user to filter the tabular data according to the current map zoom level. For example, if the map is zoomed into a limited area such as a city, the only tabular data that will display when the user selects “Filter by Map Extent” are the data points that are viewable on the map in the zoomed in view. To “Filter by Map Extent” first select the tab of the layer data to be filtered. Next, use the map controls to change the zoom level to capture the area of where data points exist and are desired to be displayed in the table. Then click the “Filter by Map Extent” button. The system will refresh the table of layer data displaying only the data points that exist in the user selected zoom level of the map. To clear the filter, click the “Filter by Map Extent” button. The table will refresh, all data for that layer. To manually refresh the table data for a layer, click the “Refresh” table button.





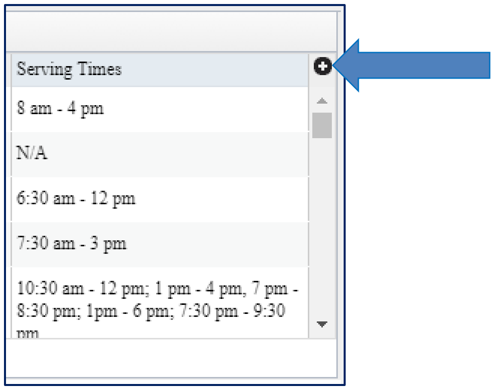
4.1.3.3 Sort Report Data

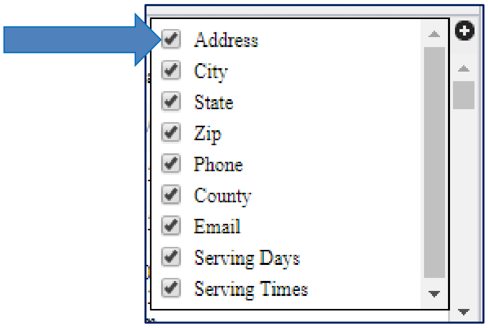
Users can Sort Report data by clicking any column header in any layer data table and selecting the “Sort Ascending” or “Sort Descending” options.



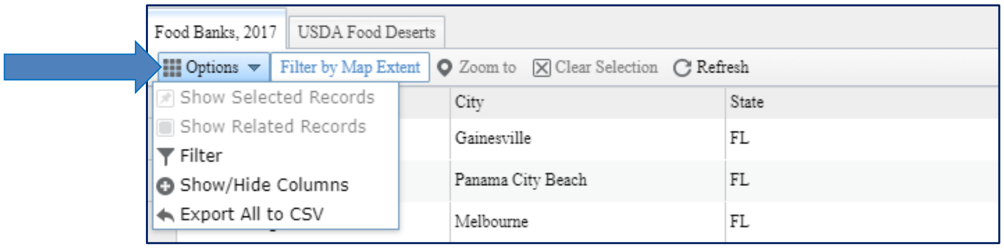
4.1.3.4 Show/Hide Report Data

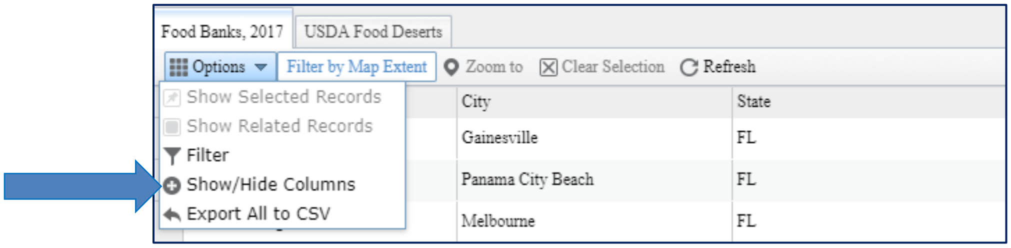
Users can Show/Hide any column for any report layer data table. There are two ways that this can be done. One way users can Show/Hide columns is to click the Show/Hide columns “+” icon at the top right of the report layer data table. A checkbox list will be displayed at the far right of the table containing each column header. To “Show” any column of data in the table, check the box for that column header. To hide a column of data, deselect the checkbox of the column header of data to be hidden. To hide the checkbox list, simply click the Show/Hide icon “+”.

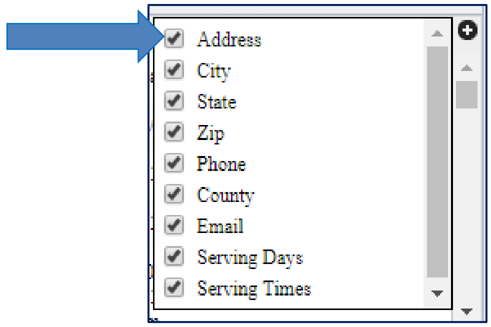




Another way users can access the Show/Hide list is to click the “Options” dropdown and then click the “Show/Hide Columns” option. The list will display to the far right of the table. To hide the “Show/Hide” list either click the “Option” button again or click the “+” Show/Hide icon in the far right corner of the table.

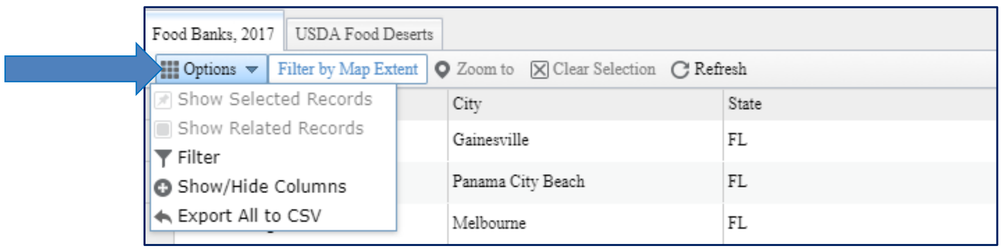


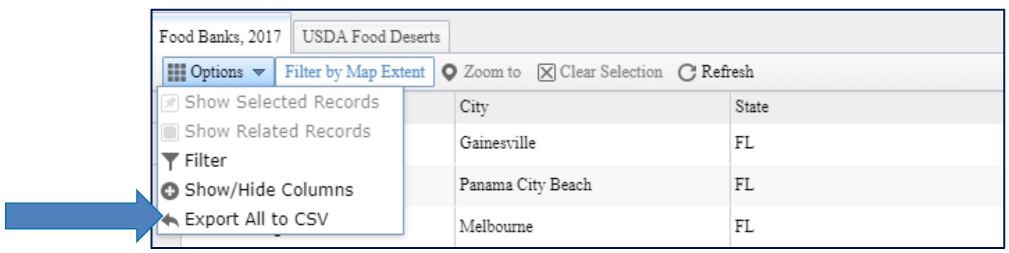


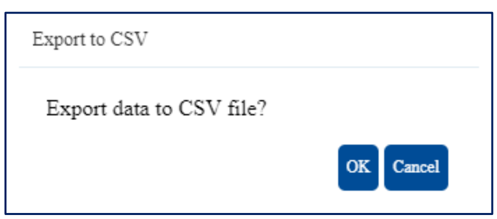


4.1.3.5 Export Report Data

Users can export Report data as a .csv file to a local drive. To export Report data to a local drive, first select the tab of the layer that is to be exported. Next, click the “Options” button. Then, click the “Export All to CSV” option. The system will display a message asking for confirmation that a user wants to export the data as a .csv file. If the user clicks the “Ok” button the layer will be exported as a .csv file to the users “Download” folder on their local machine. If the user clicks the cancel button, the system will close the “Export All to CSV” functionality and not download the report data.







5 Map

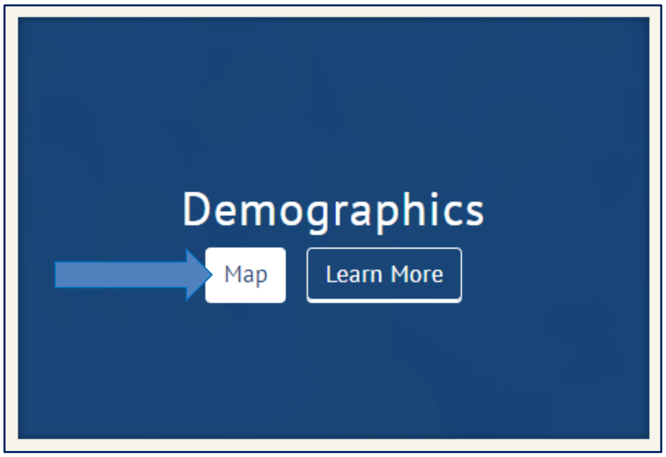
5.1 Map Section

5.1.1 Map Section Navigation

Users can navigate to the Map section of the Home page by selecting “Map” from the main menu or manually scrolling down the page

5.1.2 Map Section Tiles

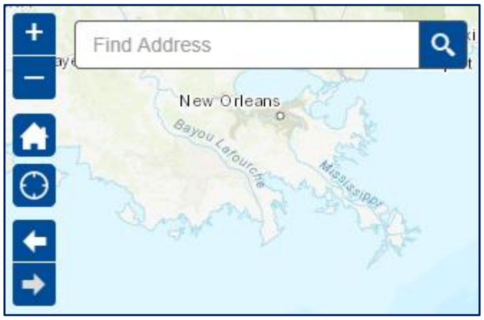
Each tile provides users the ability to view associated FDACS data layers on a map or read additional information about each theme. To view a theme based map, move the mouse pointer over any of the tiles and click the “Map” button. The system will display the map with associated theme FDACS layers preselected. To read more information about any of the themes, click the “Learn More” button on any of the theme tiles.



5.2 Map Module

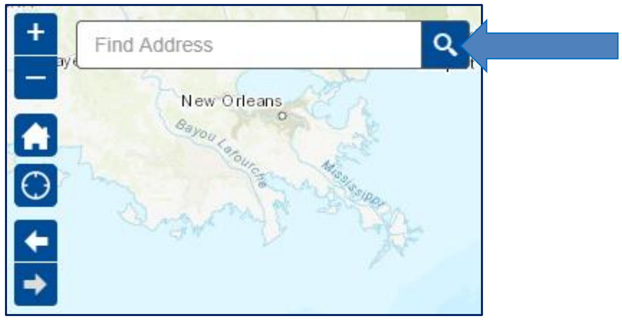
5.2.1 Map Controls

The map has a variety of controls to be used for navigation of the map. Map Controls include Zoom, Home, My Location, Previous and Next View. To pan the map, left click hold while moving the mouse.



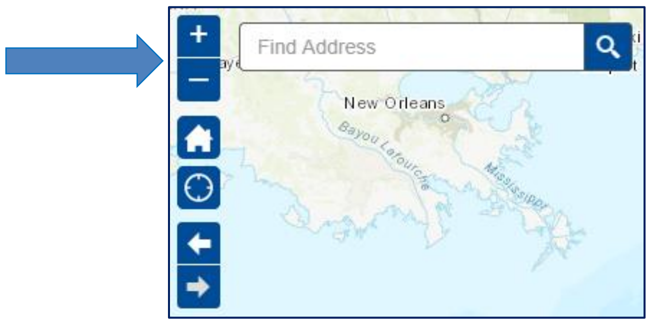
5.2.1.1 Search

There is a search window located in the top left corner of the map. To perform a search of the map, enter search criteria and click the search button. The system will display the search result on the map. Detailed information regarding map search can be found in “5.1.4 Search Map” section of this manual.



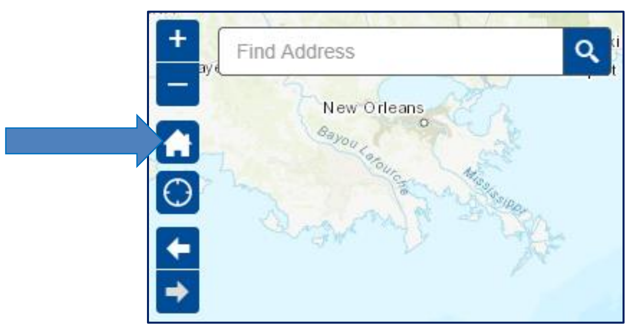
5.2.1.2 Zoom

Zooming of the map can be accomplished by using the zoom in “+” and zoom out “-“ buttons at the top left corner of the map. Also, scrolling the mouse wheel with the mouse pointer over the map will also zoom the map. Scrolling up will zoom in while scrolling down will zoom out.



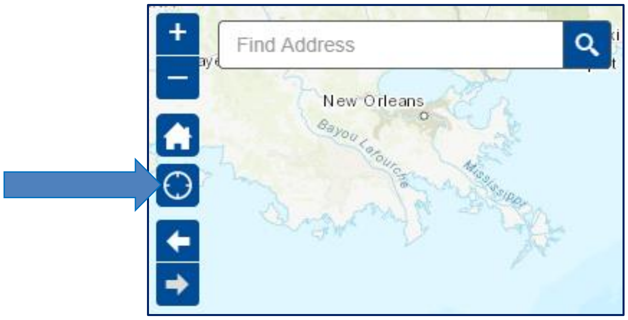
5.2.1.3 Home

To return to the zoomed out default view of the map, click the “Home” button located on the left side of the map under the zoom control buttons.



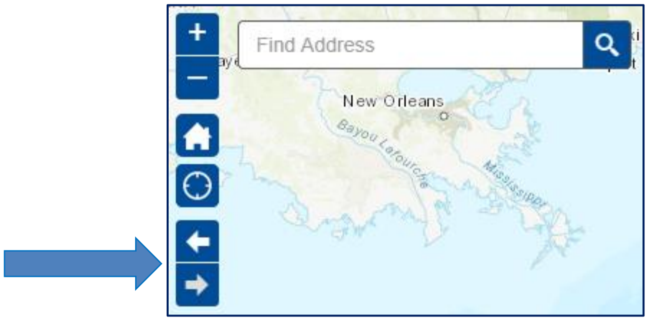
5.2.1.4 My Location

The home button located on the left side of the map under the “Home” button is for users to see their current location on the map. Users can pan and zoom the map to their location by clicking the “Home” button. A pop up confirmation message requesting users to allow their location to be known by the application will appear. To agree and use the home function click the “Allow” button. To cancel this function, click the “Deny” button.



5.2.1.5 Previous/Next View

Users can use the previous and next view buttons to cycle through different views of the map that were done during their session on the map page. These buttons are located on the left hand side of the map under the “My Location” button.

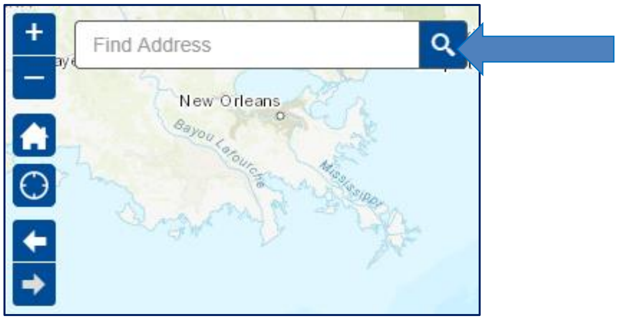


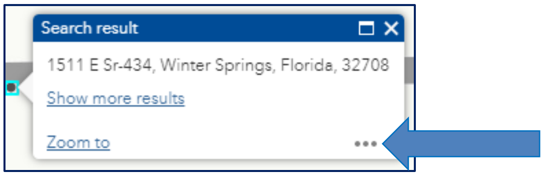
5.2.1.6 Map Overview

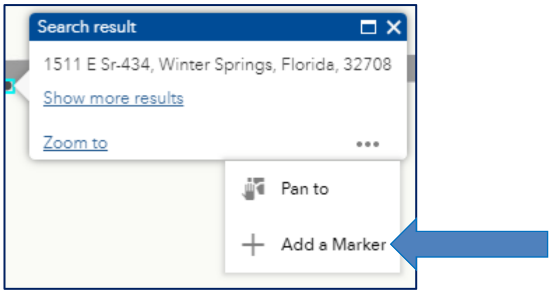
The Map Overview is located in the bottom right corner of the map and is a tool used to pan the map in an efficient manner. The map overview box displays the map at a more zoomed out level than the main map. To use the map overview, click and drag the gray box while holding down the mouse button to the desired area the main map to pan to and release the mouse button. The system will pan the main map to that location.

5.2.2 Search Map

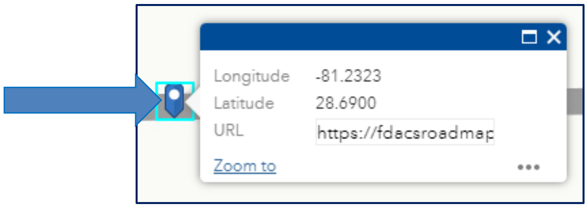
Users can search the map using the search window at the top left corner of the map. In the search window, enter the search attributes into the text box and click the search button. The system will zoom into the searched location and highlight the location and display the search result in text box. To add a marker at the searched location, click the “…” menu icon in bottom right hand of the corner of the information window and click “Add a marker”.

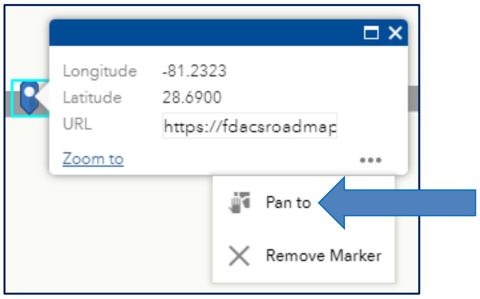




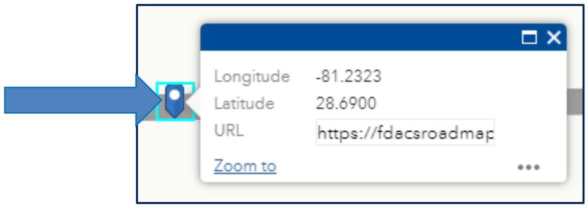


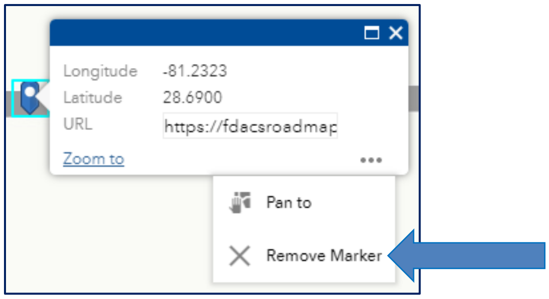
Users can click on the marker and see the latitude and longitude of the marker. Also, a URL is provided that the user can note and copy into their web browser for future use that will take them to a zoomed view of that searched location. To pan to the marker and center on the user's screen, click the "…" menu icon in the bottom right hand corner of the information window and click "Pan to".





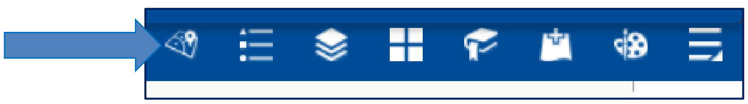
To remove a marker, click the "…" menu icon in bottom right hand of the corner of the information window and click "Remove a marker". Finally, to close the text box, click the "X" button.





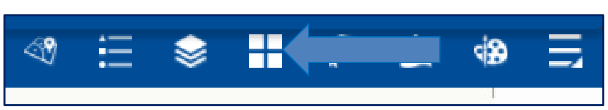
5.2.3 Maps Gallery

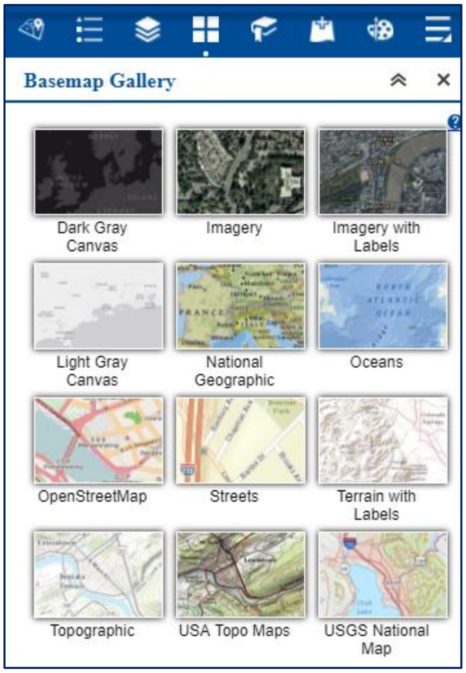
Maps Gallery is a collection of themed maps in an ArcGIS online or portal for ArcGIS Road Map to Living Healthy group. Users can navigate from here to the Open Data website by clicking the “Open Data” button. To view more detailed information regarding the theme map click the “Map Details” button. To view the themed map, click the “Load Map” button and the system will display the themed map.



5.2.4 Basemap Gallery

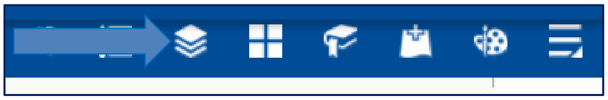
The Basemap Gallery is where users can select the type of basemap to use while viewing the map. The available different types of basemaps available include Dark Gray Canvas, Imagery, Imagery with Labels, Light Gray Canvas, National Geographic, Oceans, OpenStreetMap, Streets, Terrain with Labels, Topographic, USA Topo Maps and USGS National Map. Click the desired basemap to display on the screen while viewing the map.

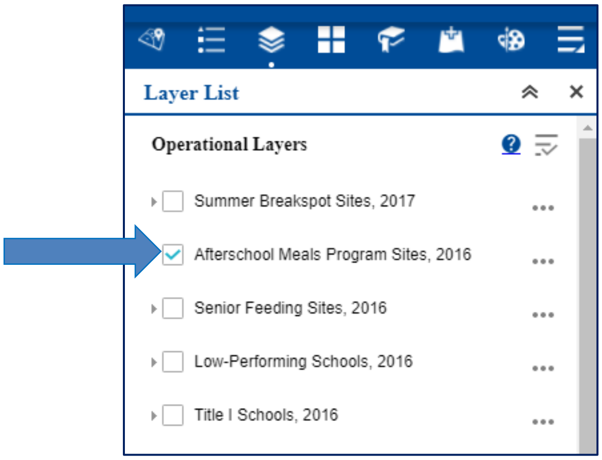


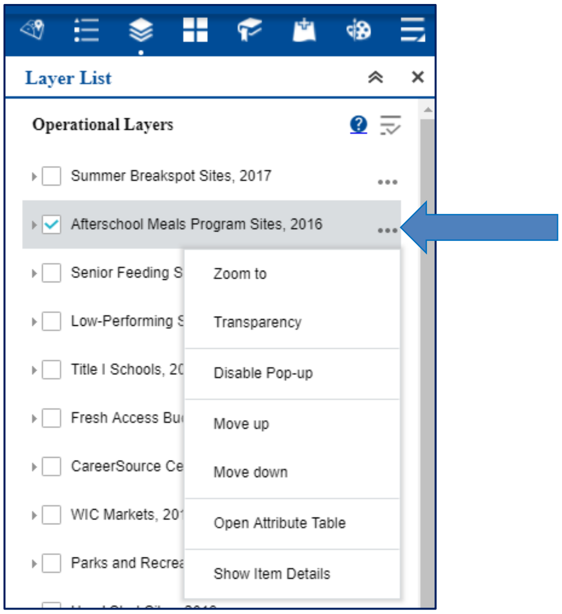


5.2.5 View Map Layers

The layer list provides a list of operational layers and their symbols. To view one or multiple layers on the map, click the "Layers List" icon in the map menu located above the top right corner of the map. Next, select any layers to be viewed by selecting the checkbox to the left of each available layer title. Other options available to the user for viewing a layer from clicking the "…" under the layer menu are "Zoom To" which will zoom the map to the selected layer, "Move Up or Move Down" which will change the order of layers in the layer list and "Open Attribute Table" which will open the selected layer's data in a tabular view.

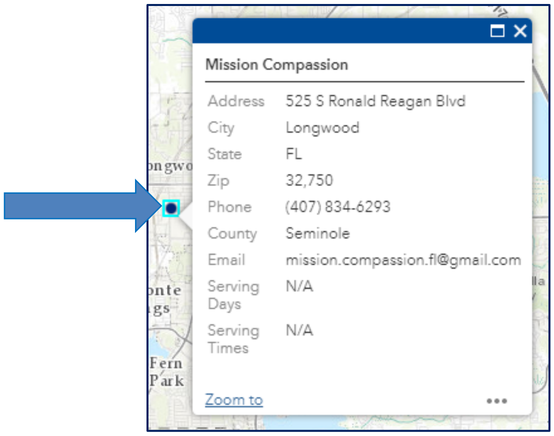






5.2.6 View Map Details

To view details of any data point on the map, click the data point and the system will display a window with more detailed information regarding the data point.

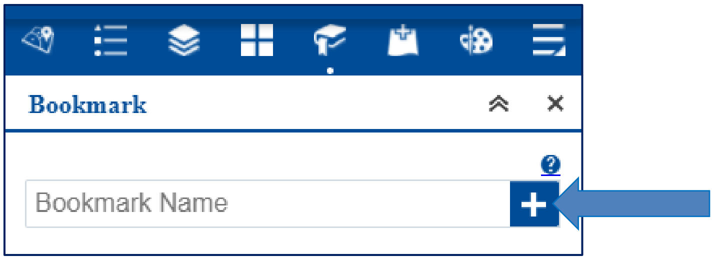


5.2.7 Map Legend

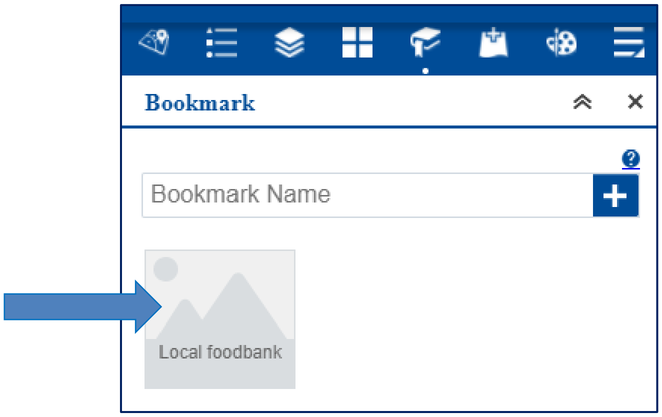
To view the legend for all selected layers, click the “Legend” button on the map menu located above the top right corner of the map.

5.2.8 Map Bookmarks

Users can save a collection of map view extents (spatial bookmarks) in the application by creating bookmarks. To create a bookmark, search or zoom to the desired level of the map of the area you want to save. Next, click the “Bookmark” icon from the map menu located above the top right corner of the map. Then, enter a name for the bookmark in the “Bookmark Name” box. Lastly, click the “+” button and the bookmark will be saved with the name that was given.



To delete a bookmark, select the bookmark that is to be deleted and click the “Delete” button at the bottom right of the Bookmark area.

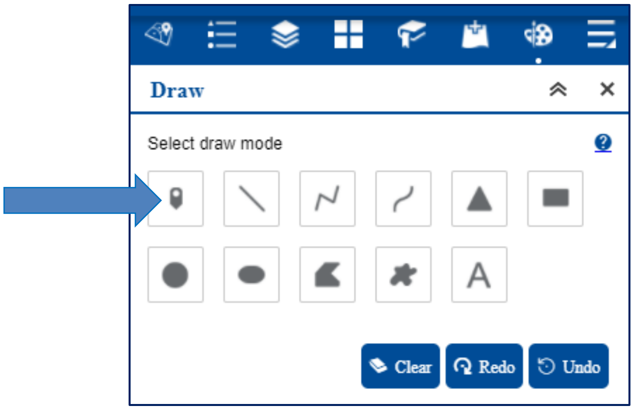


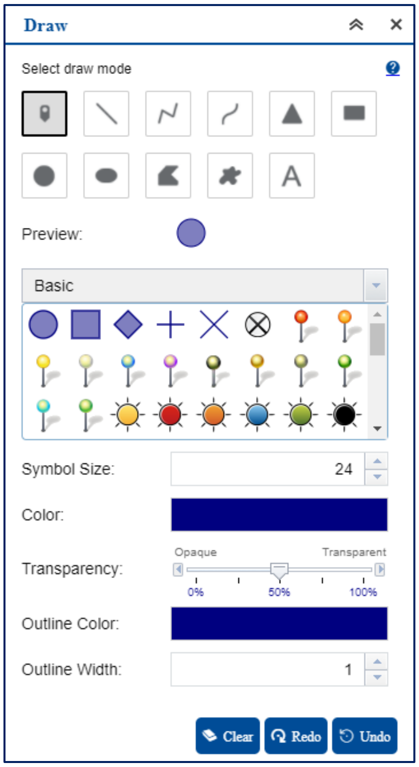
5.2.9 Draw On Map

The Draw functionality enables users to draw graphics and write text on a map. Users can draw points, lines and/or polygons.

5.2.9.1 Points

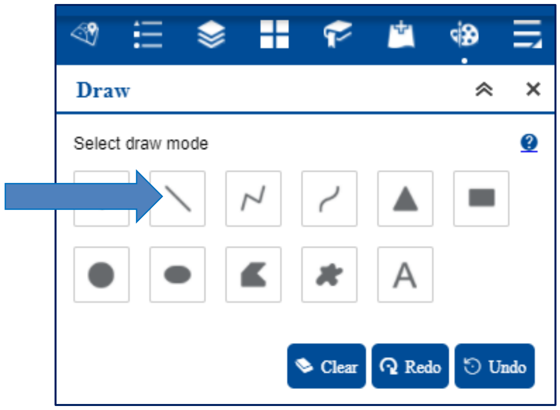
To draw a point, select “Point” from the available draw mode choices at the top of the “Draw” menu. Next, select a category by clicking the “Shapes” dropdown and clicking a category title. Then click the symbol to use. There other options that can be adjusted for the selected symbol are symbol size, color, transparency, outline color and outline width. There is a preview feature provided to see what the symbol will look like with the user selected design options. Once all desired symbol options are selected click anywhere on the map to place the symbol. If the symbol placed on the map needs to be removed, click the “Undo” button at the bottom of the draw menu.

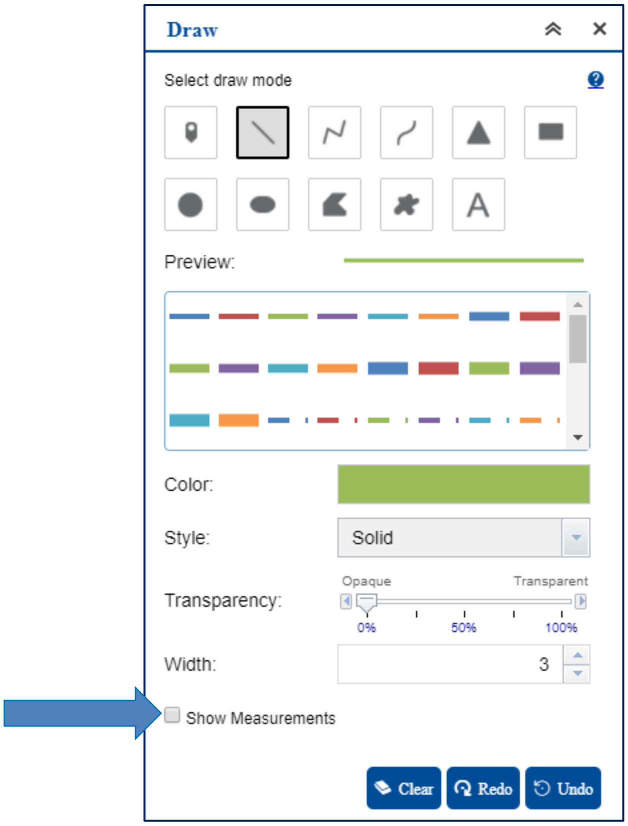


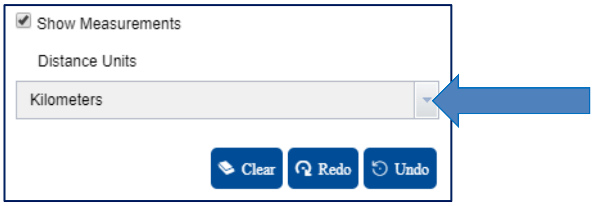


5.2.9.2 Lines

There are three types of lines for users to choose. Line, Polyline and Freehand Polyline. To draw a line, select "Line" from the available draw mode choices at the top of the "Draw" menu. Next, select a style in the style box below "Preview" or change the style by clicking the style dropdown below the style box and choosing the style type from the list. There other options that can be adjusted for the line which are color, transparency and line width. Also, there is a box that can be checked that will display the measurement length of the line if selected on the map. The distance unit choices include kilometers, miles, meters, feet, yards and nautical miles. There is a preview feature provided to see what the line will look like with the user selected design options. Once all desired line options are selected, click and hold anywhere on the map and drag the mouse to draw the desired length of the line and then release the mouse button. If the line placed on the map needs to be removed, click the "Undo" button at the bottom of the draw menu.

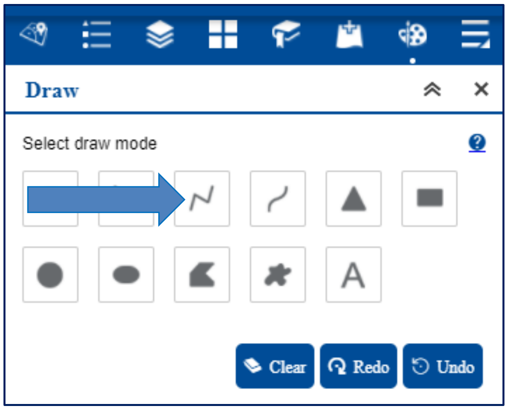






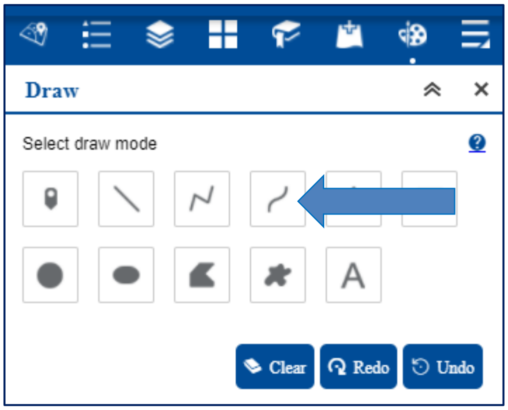
5.2.9.3 Polyline

The difference between a Polyline and a Line is how they're drawn. To draw a polyline select "Polyline" from the draw mode options and click anywhere on the map. Next, click another location on the map and the system will draw a line between the two points. To finish drawing the line double click on the map where you want the line to end. Polylines have all the same design options as a line. Please refer to section 5.2.4.2 in this manual for detailed information regarding design options.



5.2.9.4 Freehand Polyline

Freehand Polylines are drawn slightly different as well. To draw a "Freehand Polyline" select "Freehand Polyline" from the draw mode options and click anywhere on the map and continue to hold down the mouse button while dragging the mouse to freehand draw the line. To complete the drawing of the line release the mouse button. "Freehand Polylines" have all the same design options as a "Line". Please refer to section 5.2.4.2 in this manual for detailed information regarding design options.

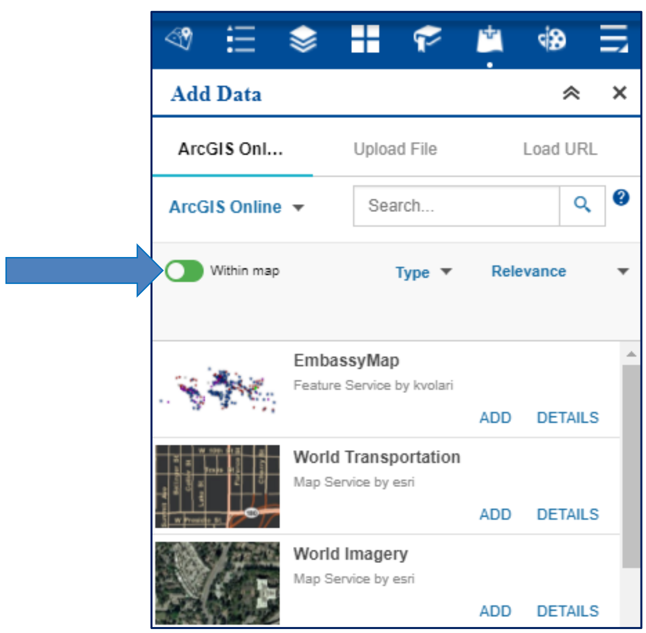


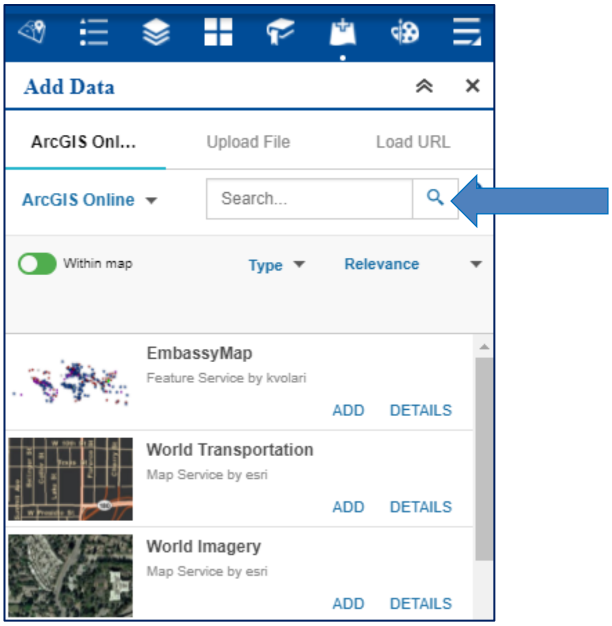
5.2.10 Map Analysis

Users can upload or analyze additional data on the map of the Roadmap application. There are three different options for the users to analyze other data in the application other than the available FDACS available layers.

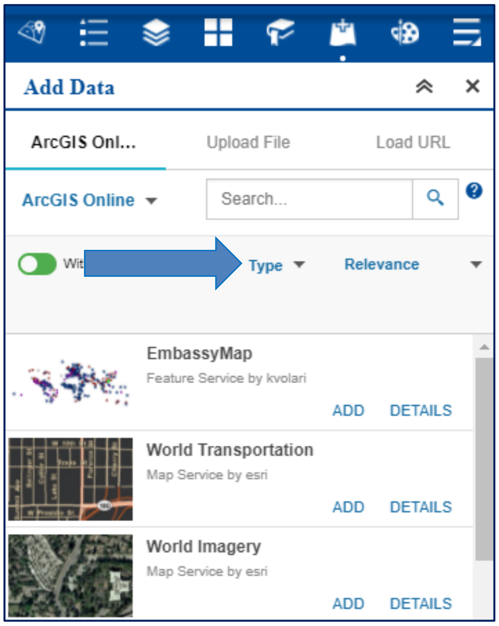
5.2.10.1 ArcGIS Online

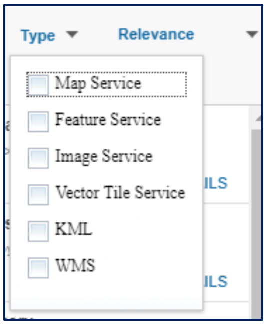
Users can load any public ArcGIS online or Portal for ArcGIS content into the map. To load content into the map, click the "Add Data" button in the map menu located above the top right hand corner of the map. The "Add Data" menu will appear on the map. To search for layers that only pertain to the map boundary (Florida) make sure the "Within Map" selection is set to on (Highlighted Green). To search for layers outside of the map boundary turn "Within map" off (Highlighted Red). Users can then search for layers they wish to view by entering search criteria into the search window and clicking the search button. The system will return all results that match the search criteria as a list.



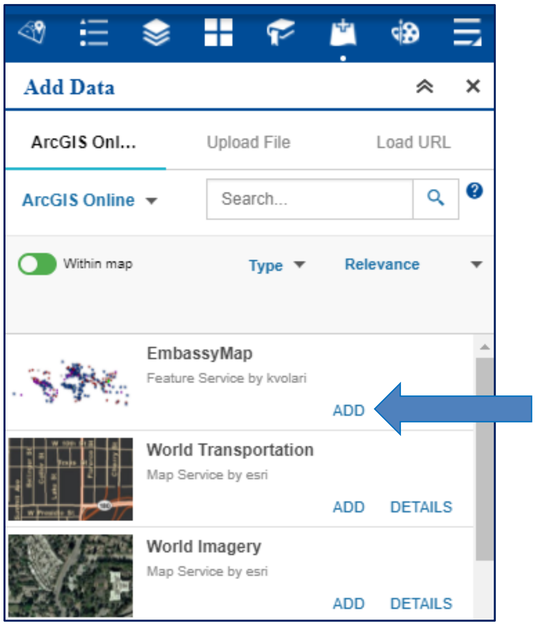


Users can filter the search results by Type or Relevance. To filter the list, click the dropdown for “Type” and/or “Relevance” and select filtering criteria to refine the search.

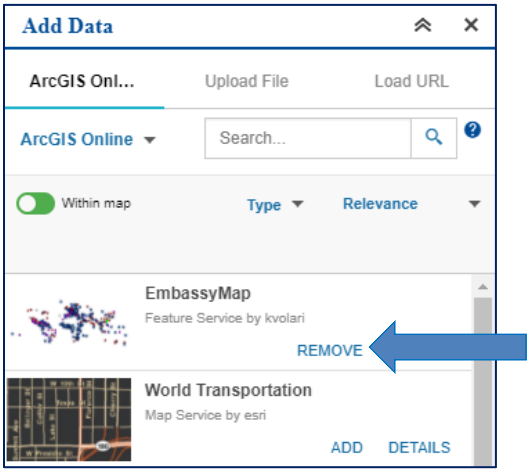




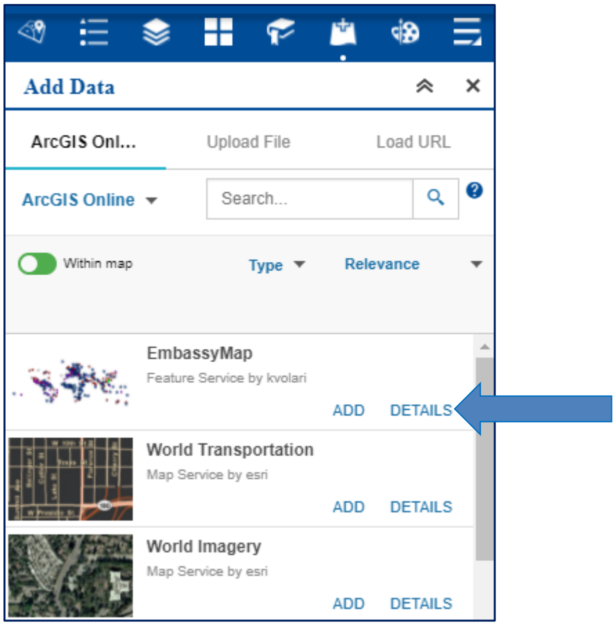
To add a layer to the map, click “Add” for that layer. The system will display the layer on the map and add the layer to the “Layers” list as well.



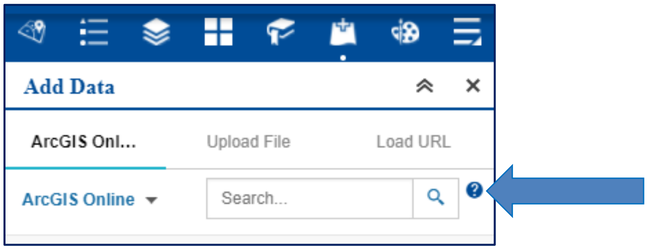
To remove the added layer, click “Remove” for the layer that was added.



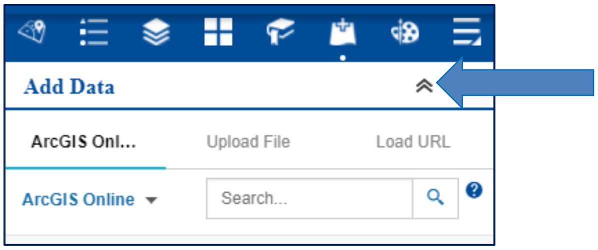
To view additional details about the layer, click “Details” for that layer.



To view instructions on using this section, click the information icon to the right of the search text box.



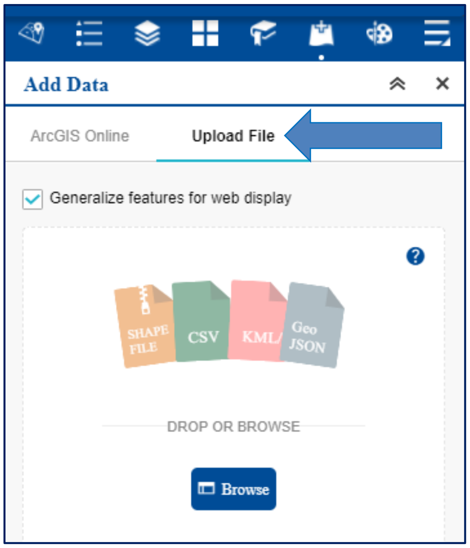
To minimize the Add Data window click the expand/minimize icon in the top right corner of the "Add Data" window.



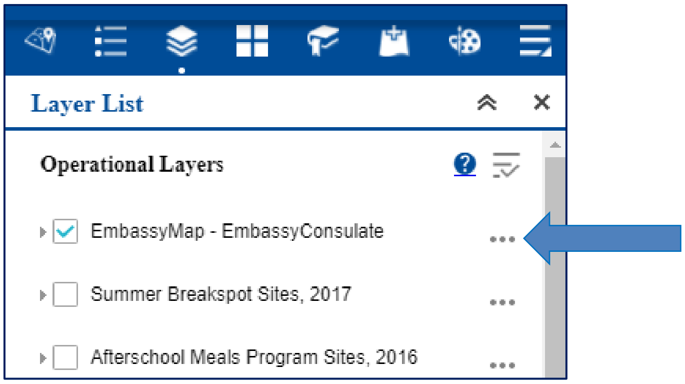
To close the Data window click the close button in the top right corner of the "Add Data" window.

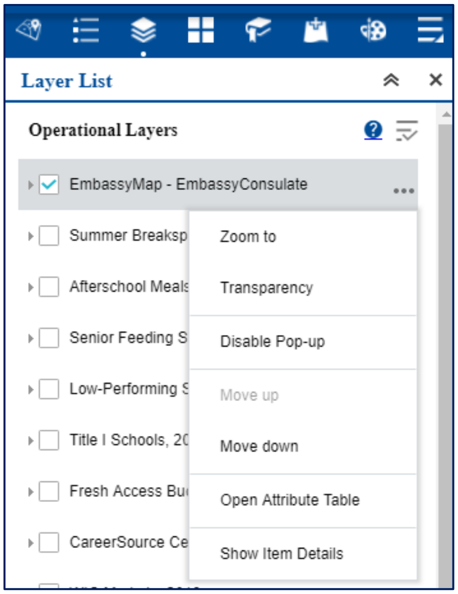
5.2.10.2 Upload Data File

The types of data files that users can upload for analyses by drag and drop or browse include Shape, CSV, KML/KMZ and Geo JSON. To upload a data file, click the "Add Data" button from the map menu located above the right top corner of the map. Then click the "Upload File" tab. Next, drag and drop a file into the designated drop area or browse for a file to upload by clicking the "Browse" button and selecting the file you want to import and click the "Open" button. The system will import the file and display the layer in the Layer list and legend. *Note: There is a 5 MB size limitation for each uploaded file.



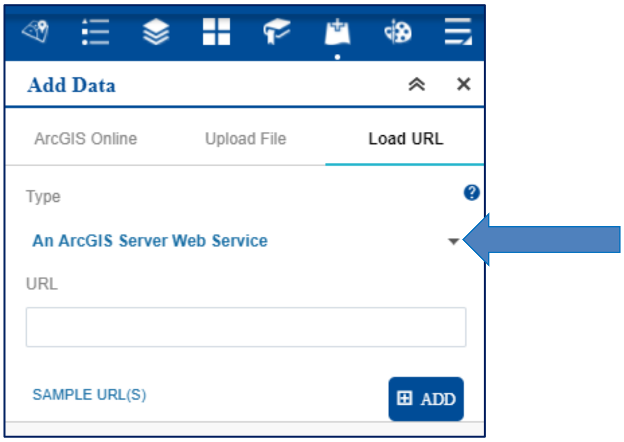
To manage the imported layer click the "Layer List" button in the map menu located above the top right corner of the map. Next, click the "…" menu icon for that layer. This is where the user can choose different options such as zoom to the layer data on the map, adjust the transparency of the data on the map, move the layer up or down the layer list and open the attribute data for that layer in a table.

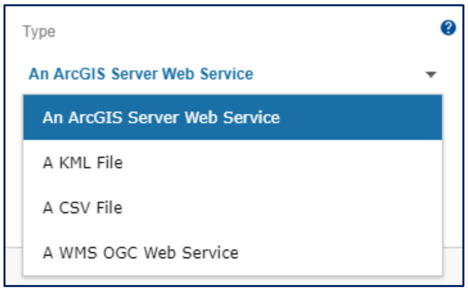




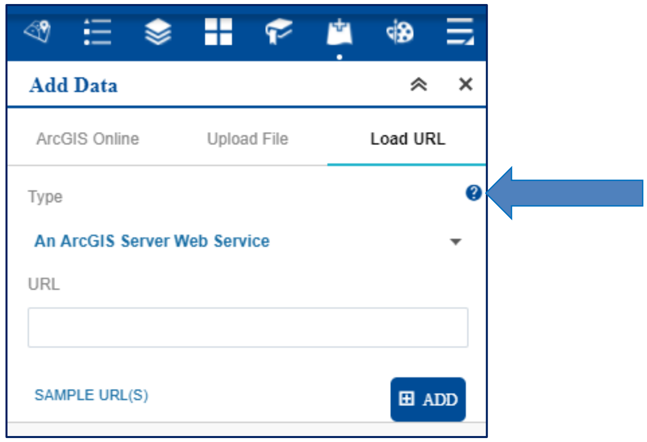
5.2.10.3 Load URL

This option allows users to load data to the map by URLs. To load data, first select the data format type by clicking the "Type" dropdown and selecting one of the available choices. Next, copy and paste the URL into the URL text box and then click the "Add" button. The system will then display the data on the map. The layer will also be available for users to manage in the Layer list and viewable in the Legend. To view instructions on how to use the URL functionality click the information icon on the "Load URL" tab. To view instructions regarding added data layer management, please refer to section 5.1.5.2 in this user manual.





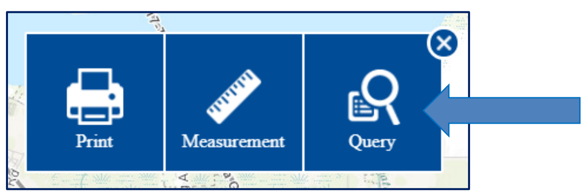
To view instructions on how to use the URL functionality click the information icon on the "Load URL" tab. To view instructions regarding added data layer management, please refer to section 5.1.5.2 in this user manual.



5.2.11 Query Map

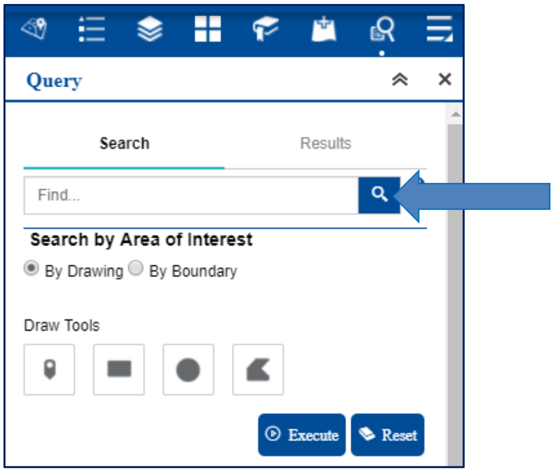
The Query Map function enables users to search layers visible on the map by Area of Interest. This is performed by either a text search, selection of an area using drawing or by a boundary selection.

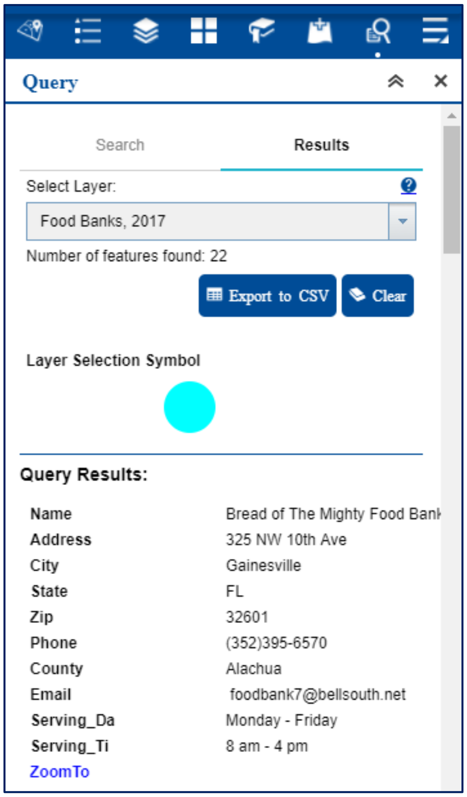
If the Query Map option is not immediately available in the icons shown, click the "more" menu option on the right and then select "Query."



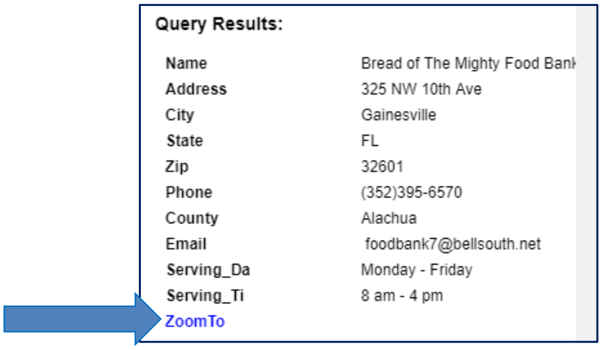
5.2.11.1 Text Search Query

To perform a query using text search, enter the search criteria into the search window and click the "Search" button. The system will highlight the data points on the map that match the search criteria and display the "Results" tab with a list of all the detailed information for each data point in a scrollable list.

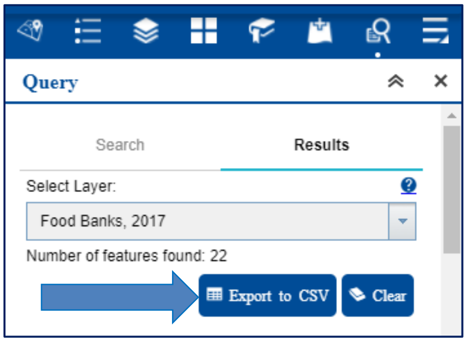




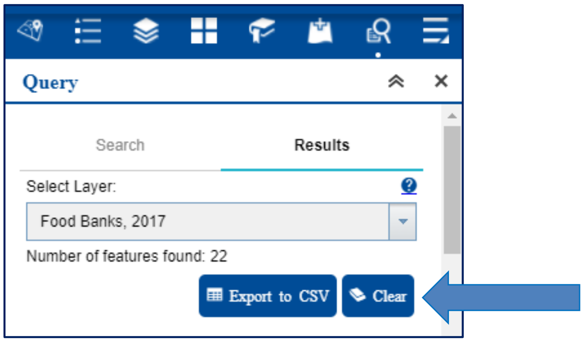
To zoom in on a specific data point click "Zoom To" for that data point.



To export the search results, click the “Export to CSV” button.

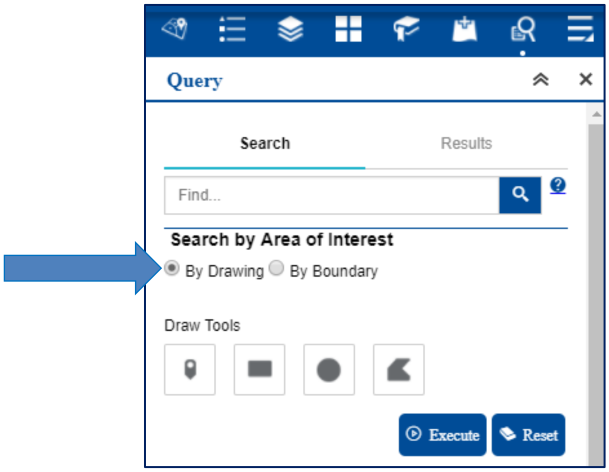


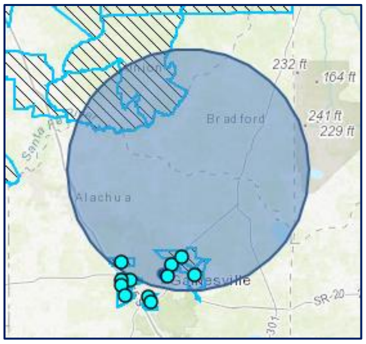
To clear the search results, click the “Clear” button on the “Results” tab of the Query window.

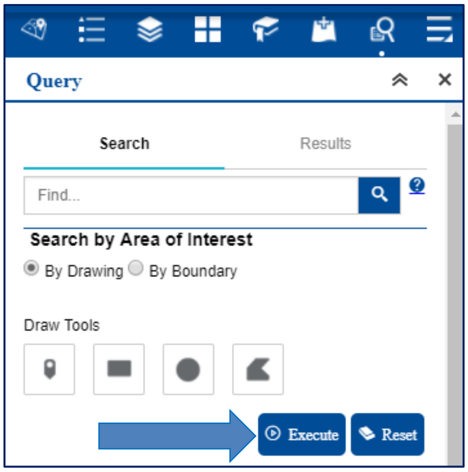


5.2.11.2 Drawing Selection Query

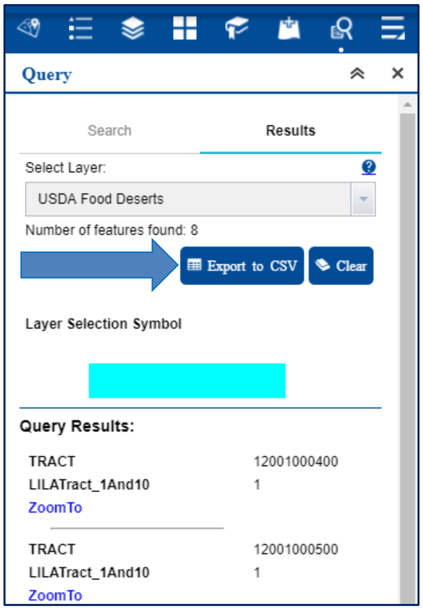
To select an Area of Interest by drawing, click the radio button for “By Drawing” on the “Search” tab of the Query window. Then select one of the drawing shapes and click and drag holding the mouse button to draw the shape encapsulating all the data points of the area of interest. Next, click the “Execute” button.



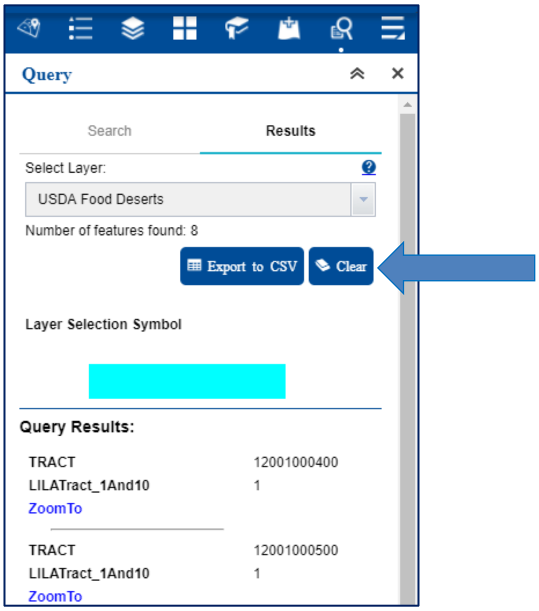




The system will display the results in the "Results" tab of the Query window. To export the search results, click the "Export to CSV" button.

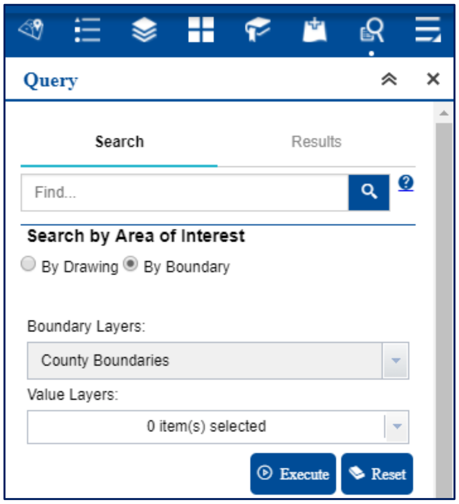


To clear the results, click the “Clear” button on the “Results” tab of the Query window.



5.2.11.3 Boundary Selection Query

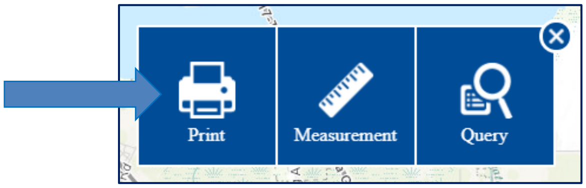
To perform a query using Boundary selection, click the radio button for “By Boundary” on the “Search” tab of the Query window. Next, click the dropdown for “Boundary Layers”, select a boundary layer and click the execute button. The results will display in the “Results” tab of the Query window. To export the search results, click the “Export to CSV” button. To clear the search results, click the “Clear” button on the “Results” tab of the Query window.



5.2.12 Print Map

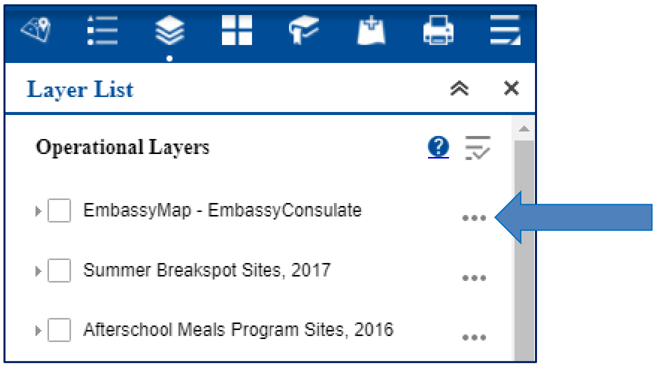
To print a map, click the “Print” icon from the map menu located above the top right corner of the map.

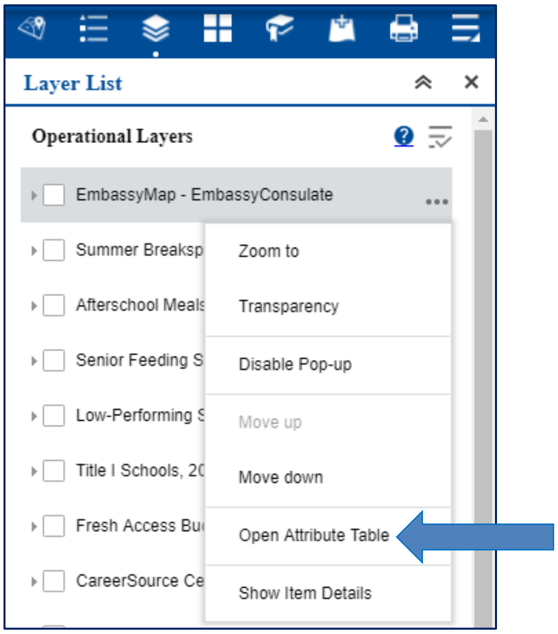
If the Query Map option is not immediately available in the icons shown, click the "more" menu option on the right and then select "Query."



5.2.13 Export Map Layer Data

Users can export map layer data as a .csv file to a local drive. To export map layer data, first click the menu icon "…" for the layer to be exported in the layer list and click "Open Attribute Table". A table containing the selected layer will be displayed at the bottom of the map.

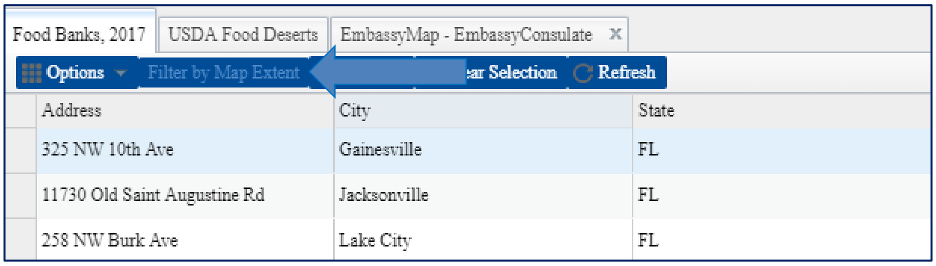


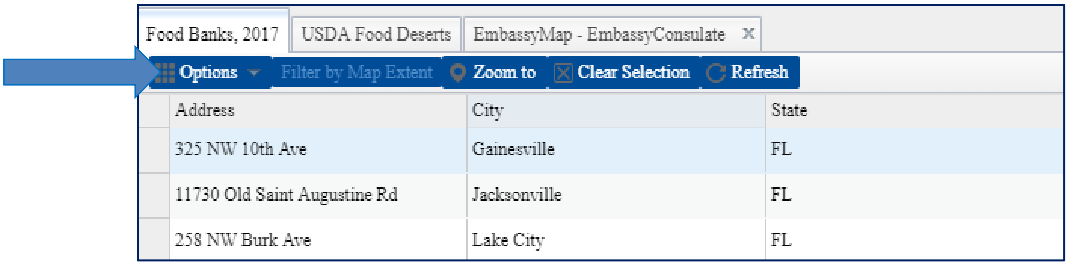


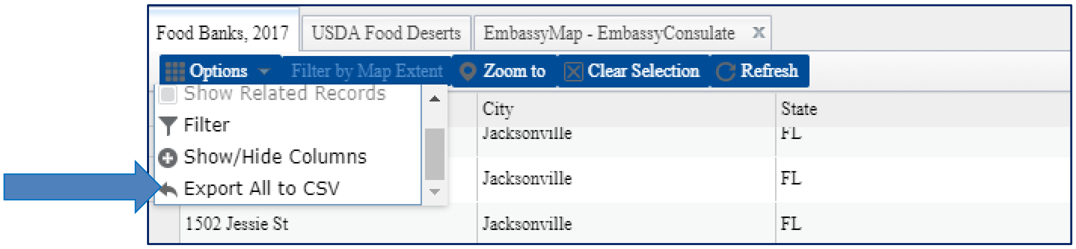
5.2.13.1 Exporting All Data of a Layer

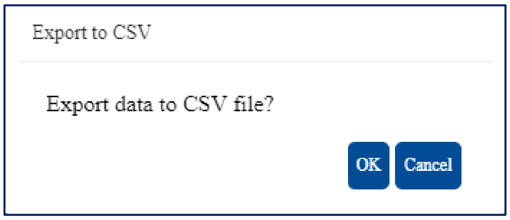
Verify that the “Filter by Map Extent” option is NOT activated or it’s possible that not all the layer data will be exported depending on the zoom level of the map. Next, click the “Options” button. Then, click “Export All to CSV”. The system will display a message asking for confirmation for the user to verify they want to export the data as a .csv file. If the user clicks the “Ok” button, the layer will be exported as a .csv file to the user’s “Download” folder on their local machine. If the user clicks the cancel button, the system will close the “Export All to CSV” functionality and not download the report data.

*Note: The attribute table can be expanded by clicking and dragging up the top edge of the table or be hidden by clicking the “Hide Attribute Table” arrow at the center top edge of the table.





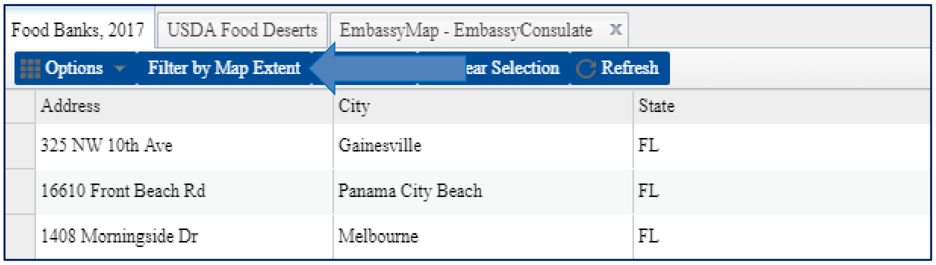


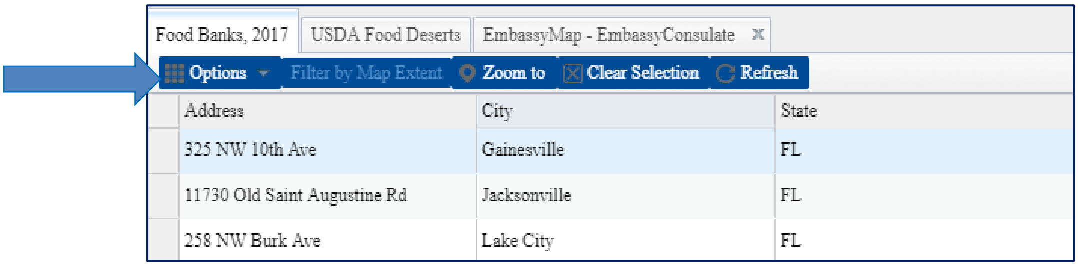


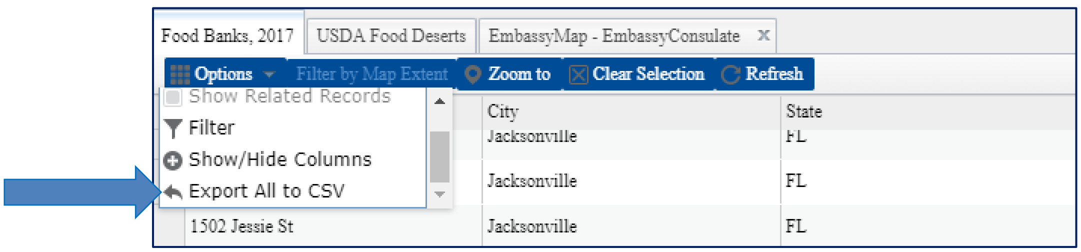
5.2.13.2 Exporting Layer Data Filtered by Map Extent

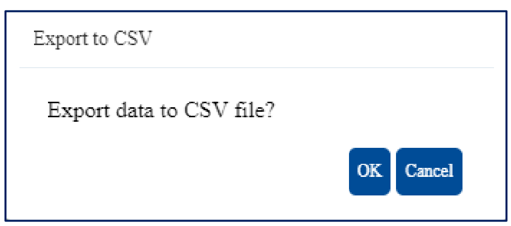
Verify that the “Filter by Map Extent” option is activated and that the zoom level of the map displays the desired data points on the map. Next, click the “Options” button. Then, click “Export All to CSV”. The system will display a message asking for confirmation for the user to verify they want to export the data as a .csv file. If the user clicks the “Ok” button, the layer will be exported as a .csv file to the user’s “Download” folder on their local machine. If the user clicks the cancel button, the system will close the “Export All to CSV” functionality and not download the report data. The export will only contain data for the data points that are displayed on the map.

*Note: The attribute table can be expanded by clicking and dragging up the top edge of the table or be hidden by clicking the “Hide Attribute Table” arrow at the center top edge of the table.



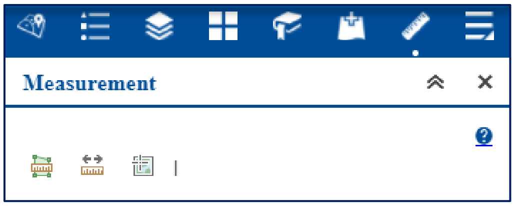






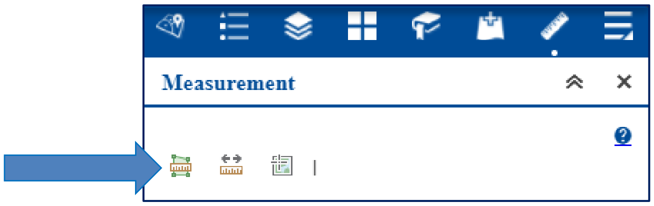
5.2.14 Map Measurement Tool

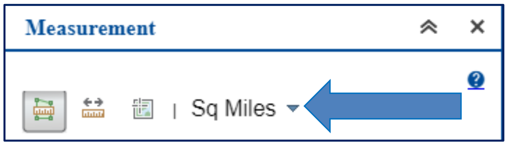
The map module includes a map measurement tool. To use the map measurement tool, select the “Measurement” icon from the main map menu above the top right corner of the map. There are three options for the “Measurement” tool which are measure area, measure distance or view location.

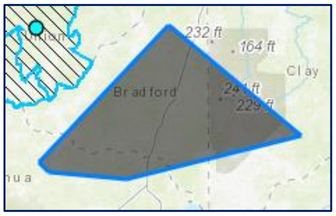


5.2.14.1 Measure Area

To measure an area on the map click the “Area” icon from the “Measurement” tool menu. Next, select the unit of measurement to use. The available choices are Square Miles, Square Kilometers, Hectares, Square Yards, Square Feet, Square Feet US and Square Meters. Then, click anywhere on the map. Then drag the line (NOT holding down the mouse button) to another area and click again. Continue these steps until a shape is drawn covering the part of the map that is to be measured. Double click to stop drawing at your final point. The system will display the square area in the “Measurement Result” section of the “Measurement” window. To clear the measured area, click the “Area” icon from the “Measurement” tool menu.

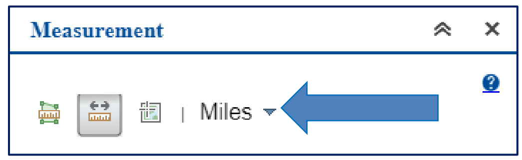


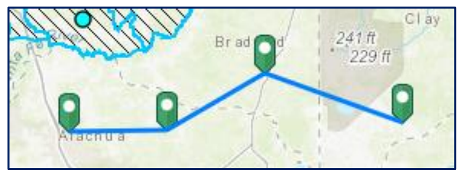


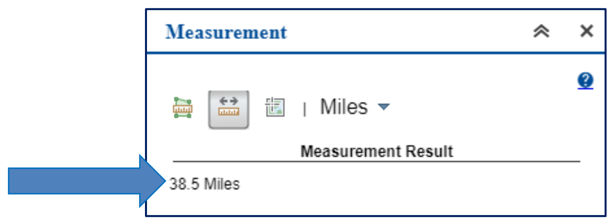


5.2.14.2 Measure Distance

To measure distance on the map click the “Distance” icon from the “Measurement” tool menu. Next, select the unit of measurement to use. The available choices are Miles, Kilometers, Feet, Feet US, Meters, Yards and Nautical Miles. Then click anywhere on the map. Next, drag the line (NOT holding down the mouse button) to the end point of the measurement and double click. The system will display the results in the “Measurement Result” section of the “Measurement” window. To clear the measurement, click the “Distance” icon from the “Measurement” tool menu.

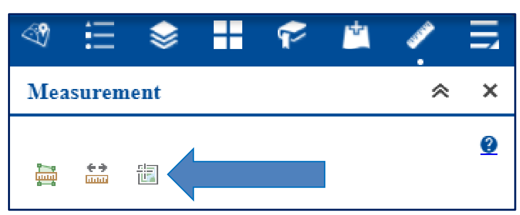


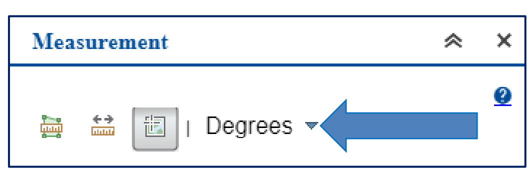


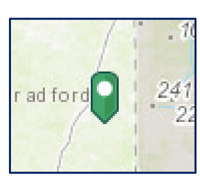


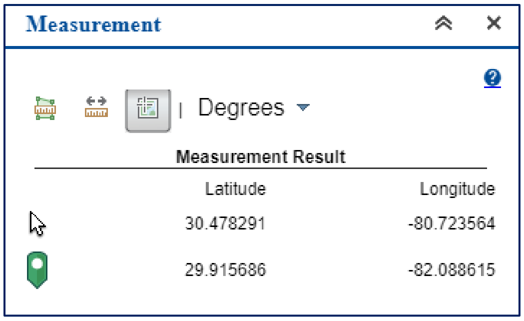
5.2.14.3 Display Location

To display the location of a point on the map, click the "Location" icon on the "Measurement" tool menu. Then, select how you would like to see the location. The available choices are in degrees or degrees/minutes/seconds. Next, click a point on the map. The results will be displayed in the "Measurement Result" section of the "Measurement" window. The system also displays the location of your mouse pointer as you move it anywhere over the map in the "Measurement Result" section.








Measurement
Degrees
Measurement Result
Latitude
Longitude
30.478291
-80.723564
29.915686
-82.088615

6 Engagement

6.1 Engagement Section

6.1.1 Surveys, Feedback & Testimonials

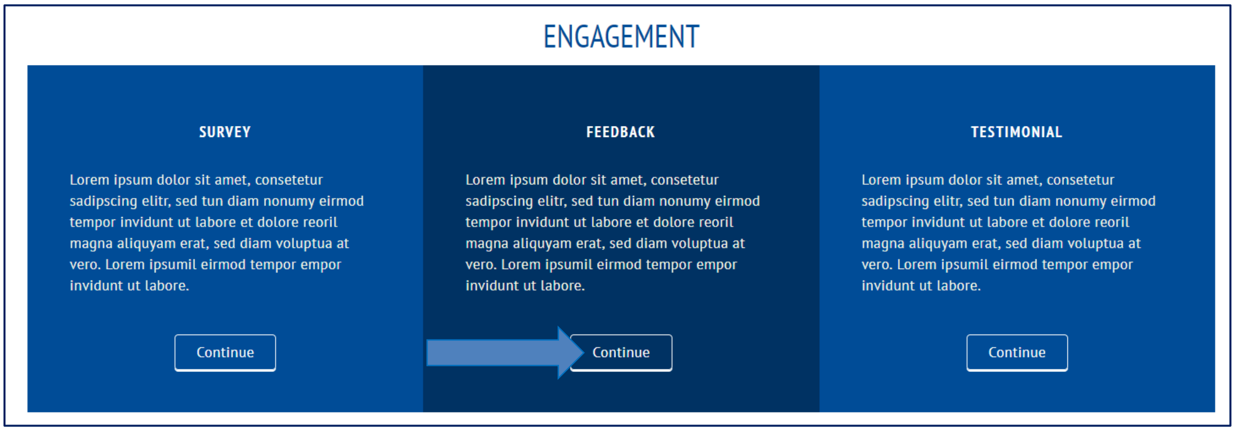
To navigate to the Engagement section of the Homepage, click “Engagement” from main menu located at the top of the Homepage or manually scroll down the page until the Engagement section is reached.

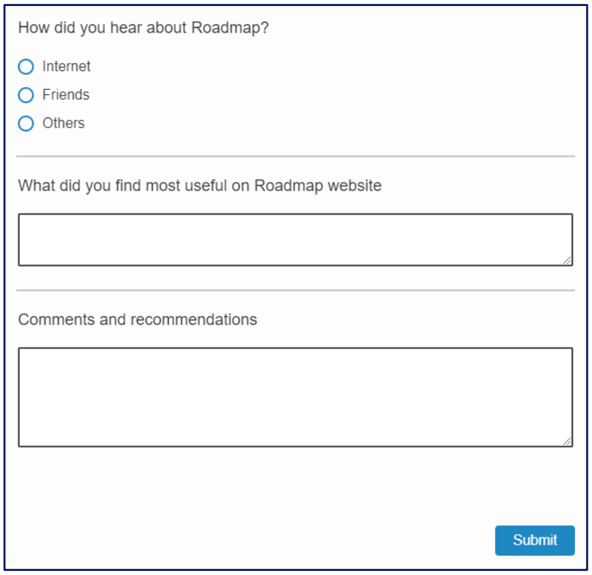
6.1.2 Take Survey

To participate in a survey, click “Take a Survey” for any survey on the “Surveys” list.

6.1.3 Feedback

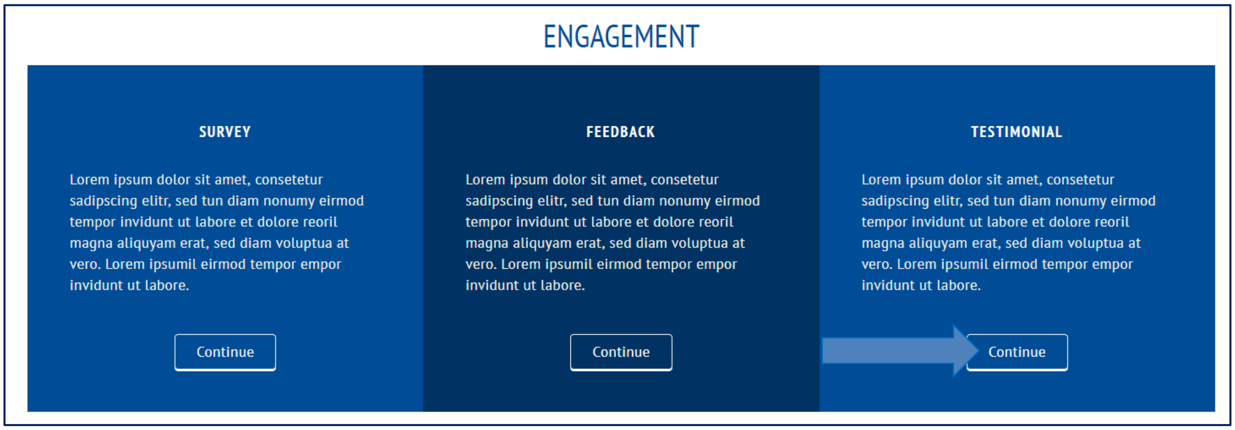
To participate in providing feedback navigate to the Engagement section of the Homepage and click the “Continue” button for Feedback. A feedback form will pop up. Fill out the form and click the “Submit” button.

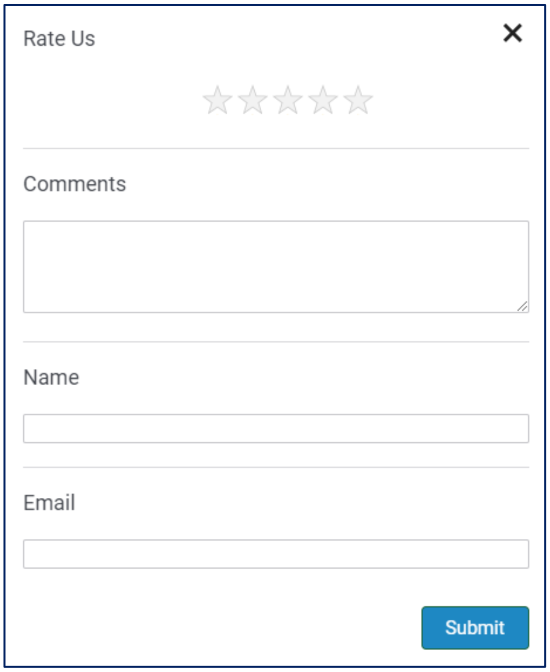




6.1.4 Testimonials

Users can provide a testimonial for the application. To provide a testimonial navigate to the Engagement section of the Homepage and click the continue button for Testimonials. There the user will see previously submitted testimonials by other users. To submit a testimonial, click the “Add Testimonial” button, fill out the form and click the “Submit” button.

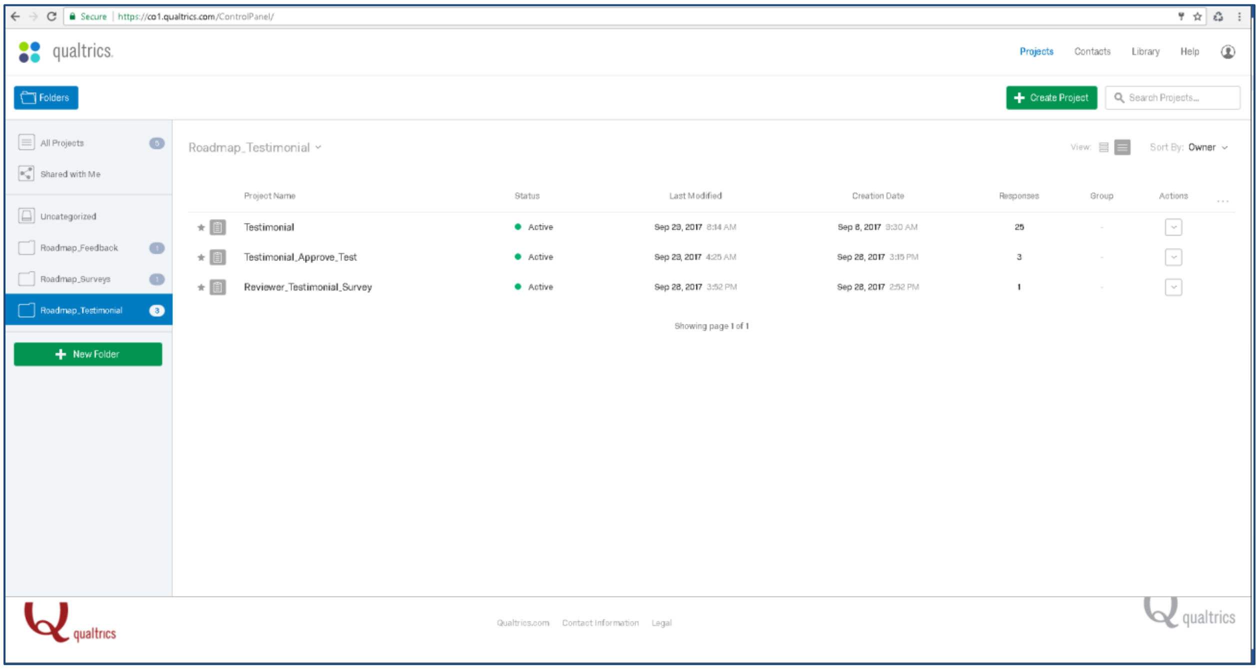



Rate Us
Comments
Name
Email
Submit

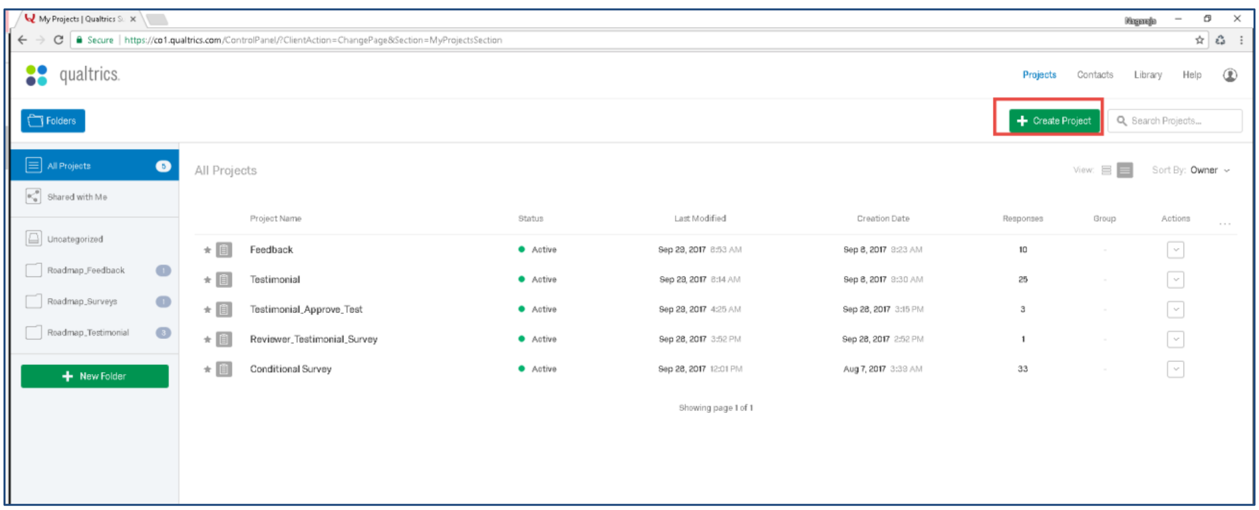
6.2 Qualtrics Survey

6.2.1.1 Create Survey

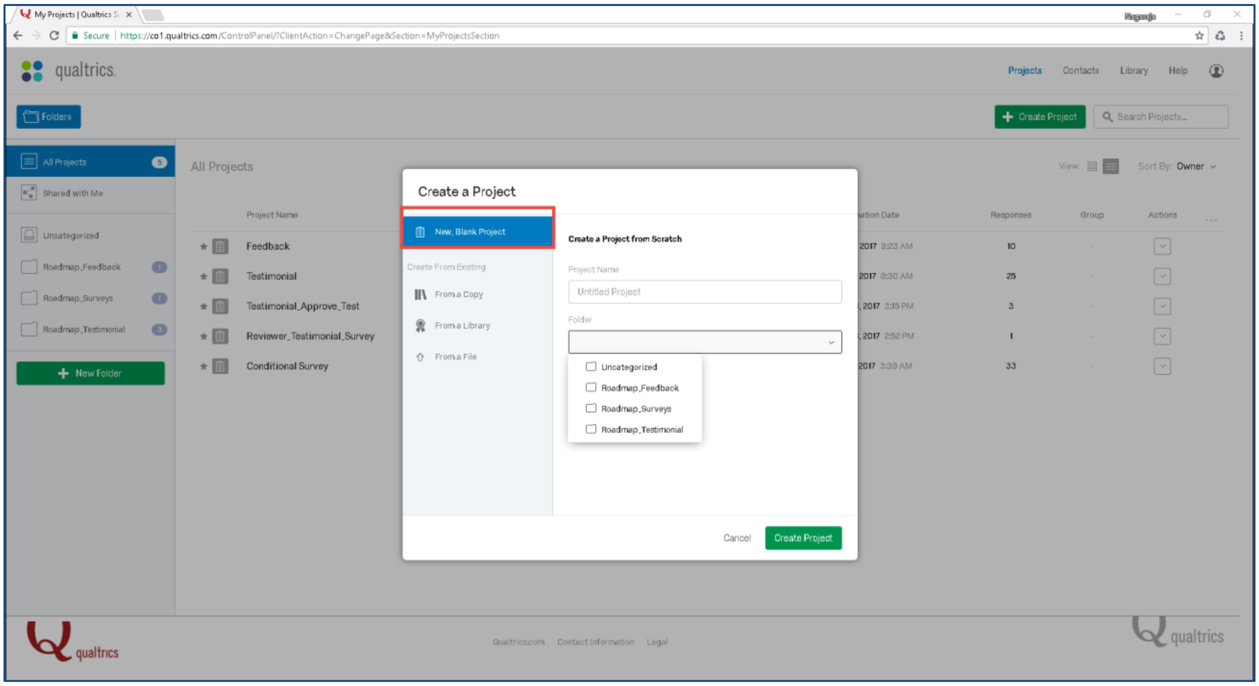
1. Login to https://www.qualtrics.com website



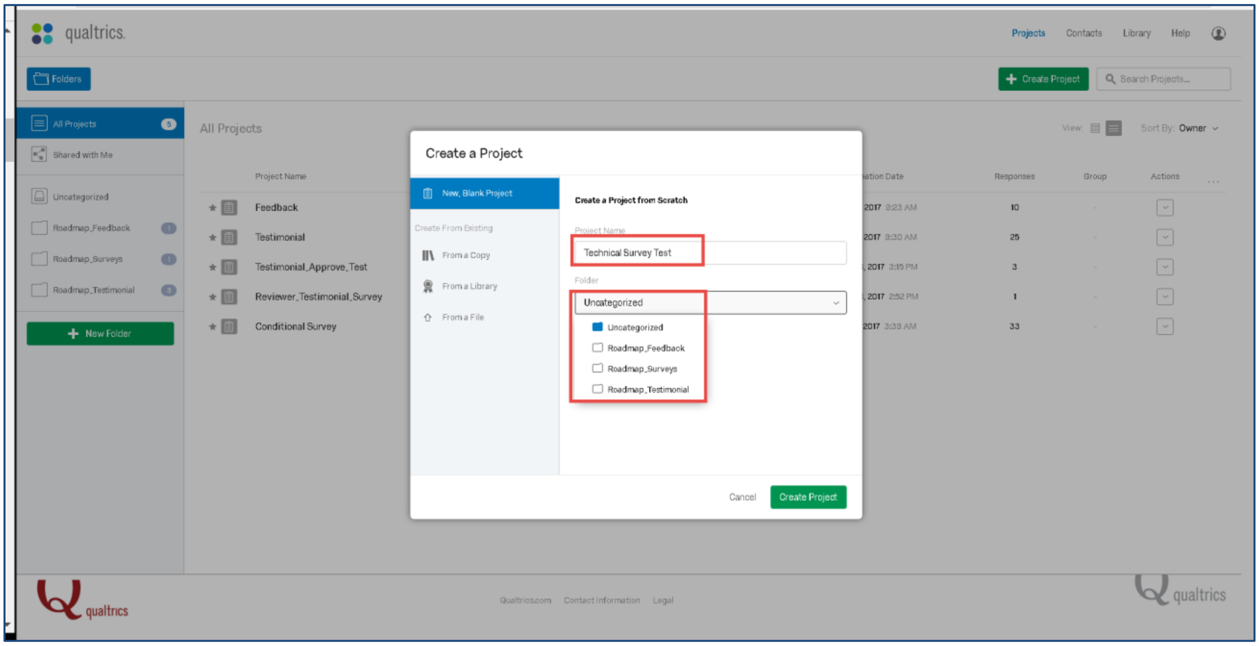
2. Click on Create Project.



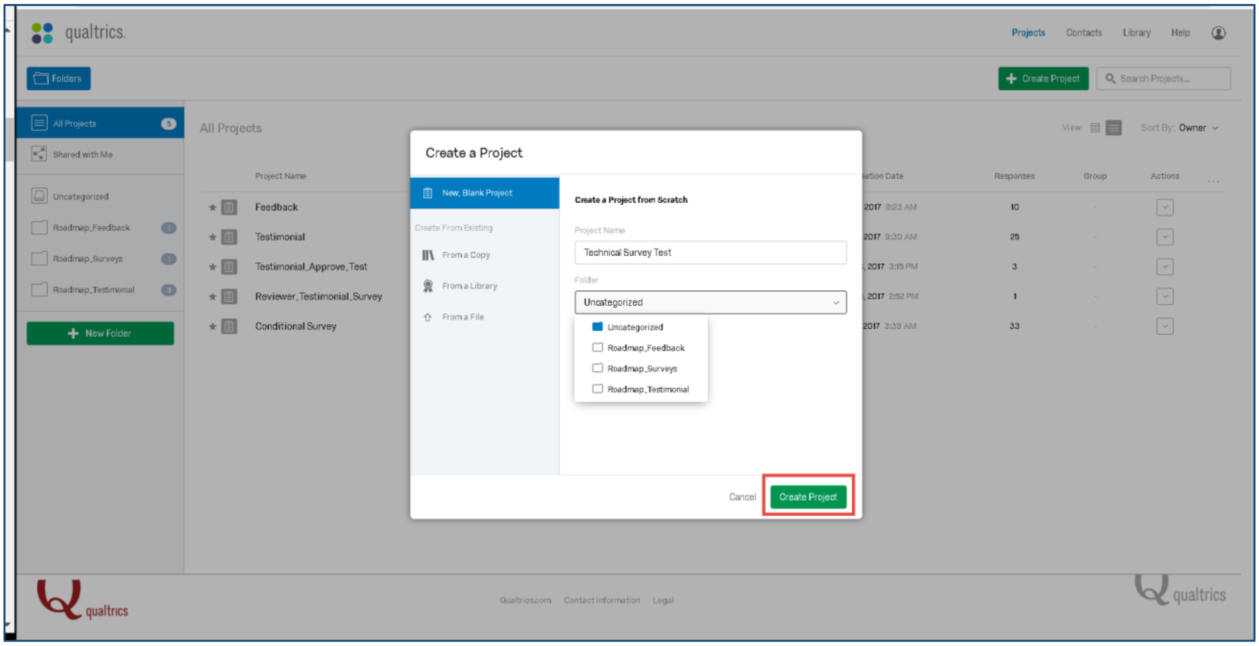
3. Choose New, Blank Project (New Survey)



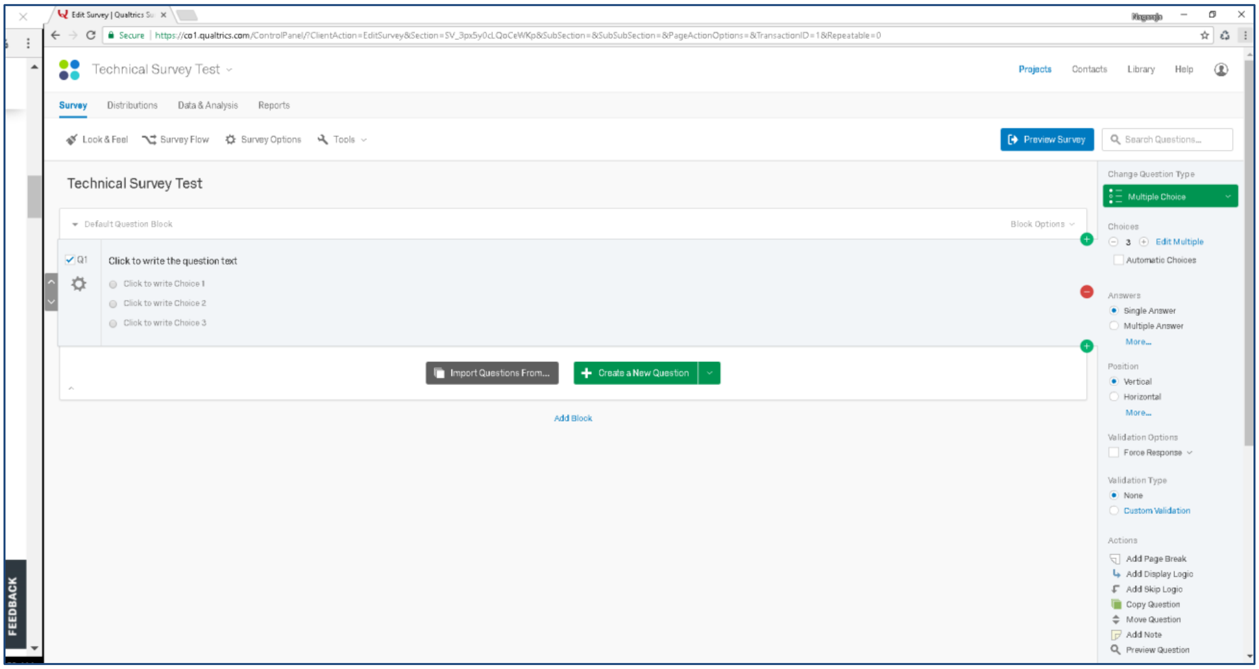
4. Name your survey and choose a folder to save it in.



5. Click Create Project to finish.



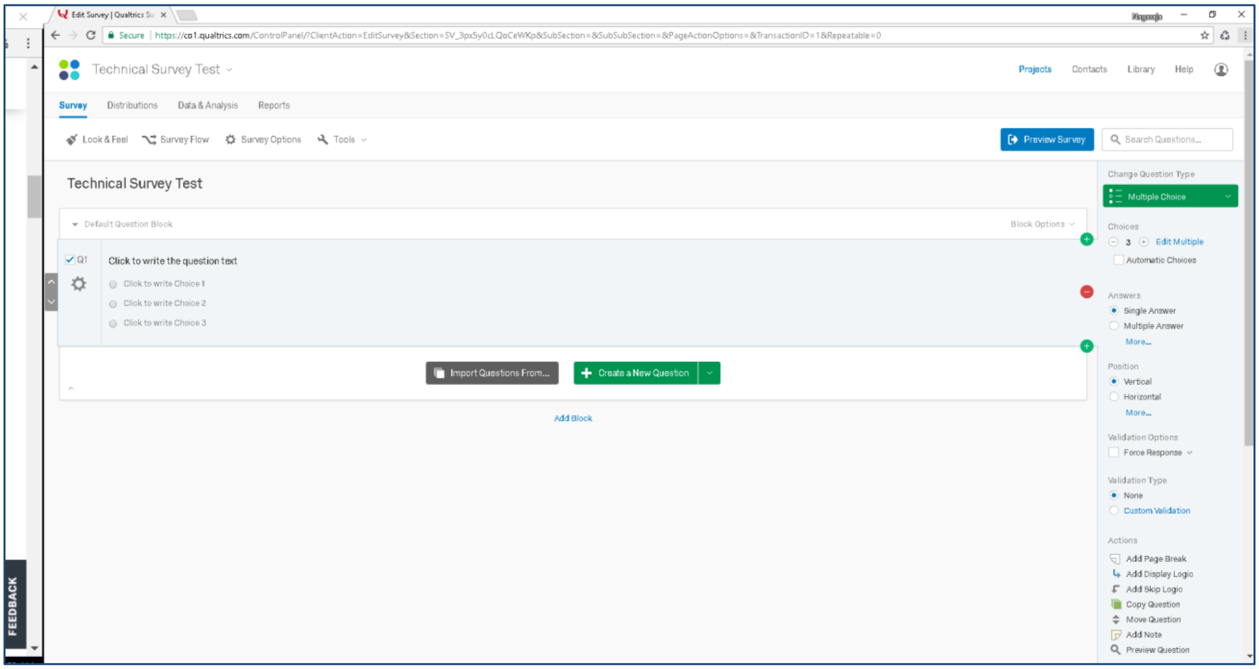
6. After clicking Create Project, you'll be taken to the Survey tab where you can begin adding questions to your survey.



6.2.1.2 Editing Survey

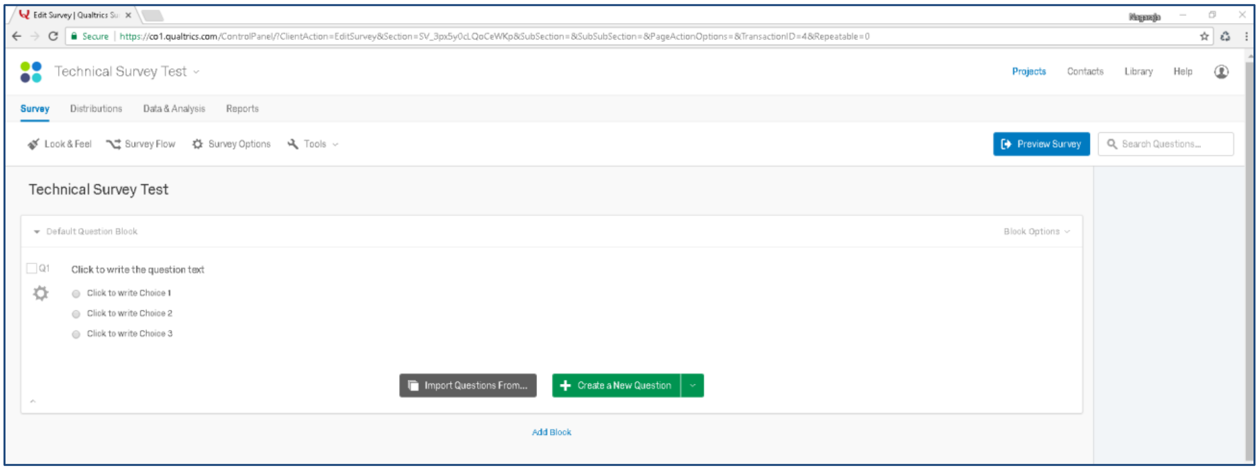
The Survey tab is where you build and edit the survey piece of your project. From here, you'll create questions, add logic and validation, design the look, and more. This page outlines the major areas in the Survey tab and points out some of the more commonly used features.

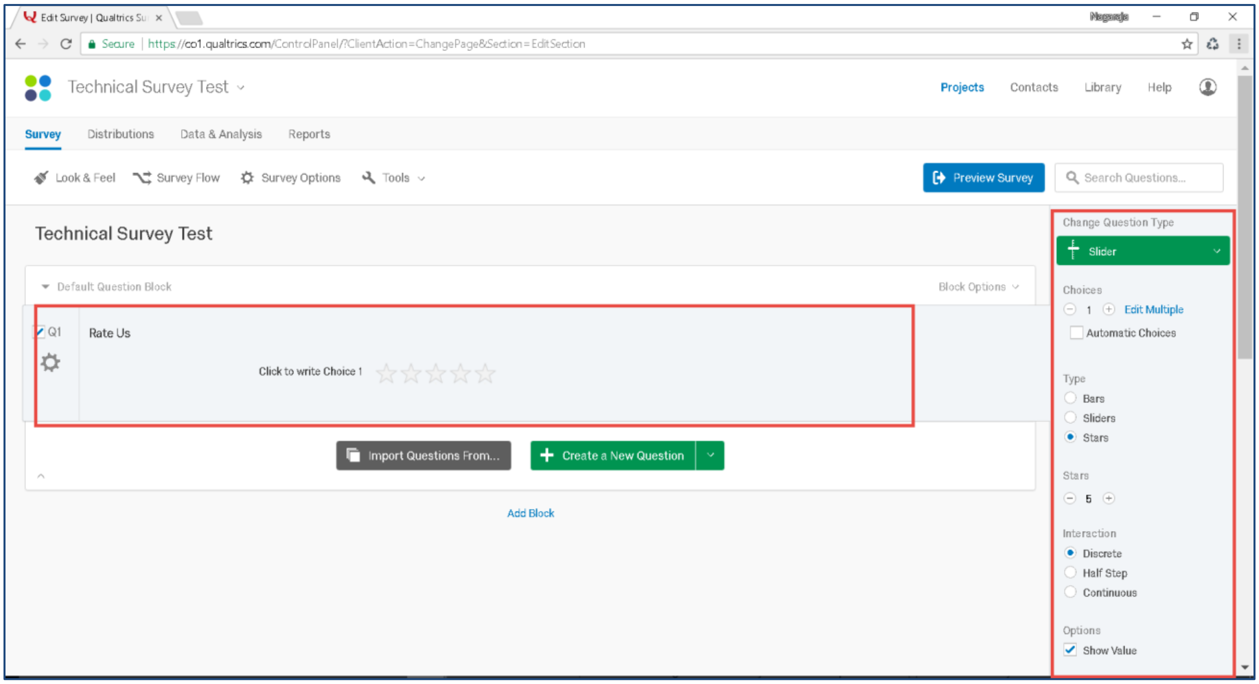
1. Select and Edit newly created survey



2. By default system creates sample question edit this question as desired.

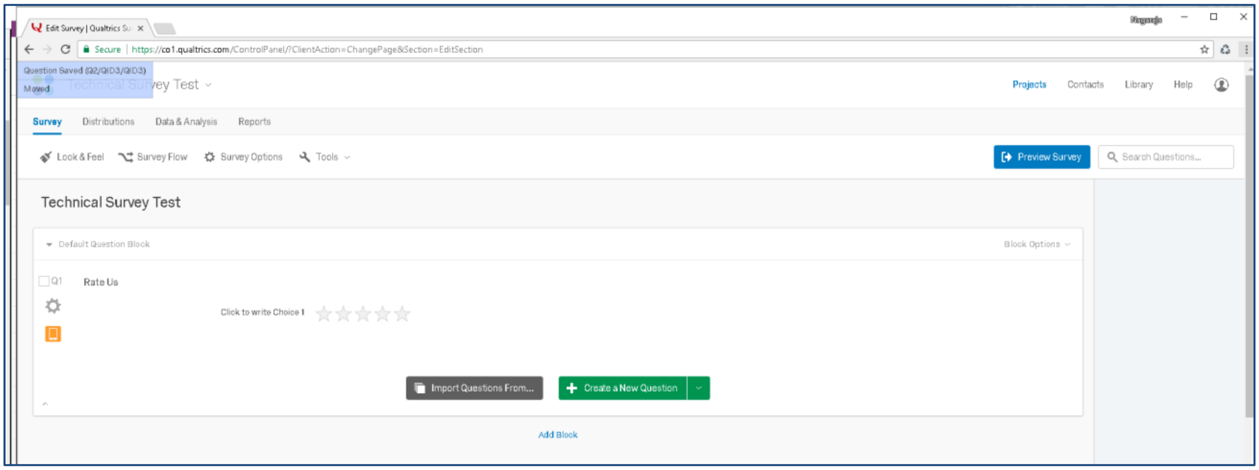
*Note: Questions are numbered in the order they are created, not the order they appear in the survey. You can renumber your questions by using the [Auto-Number Questions](#) feature.



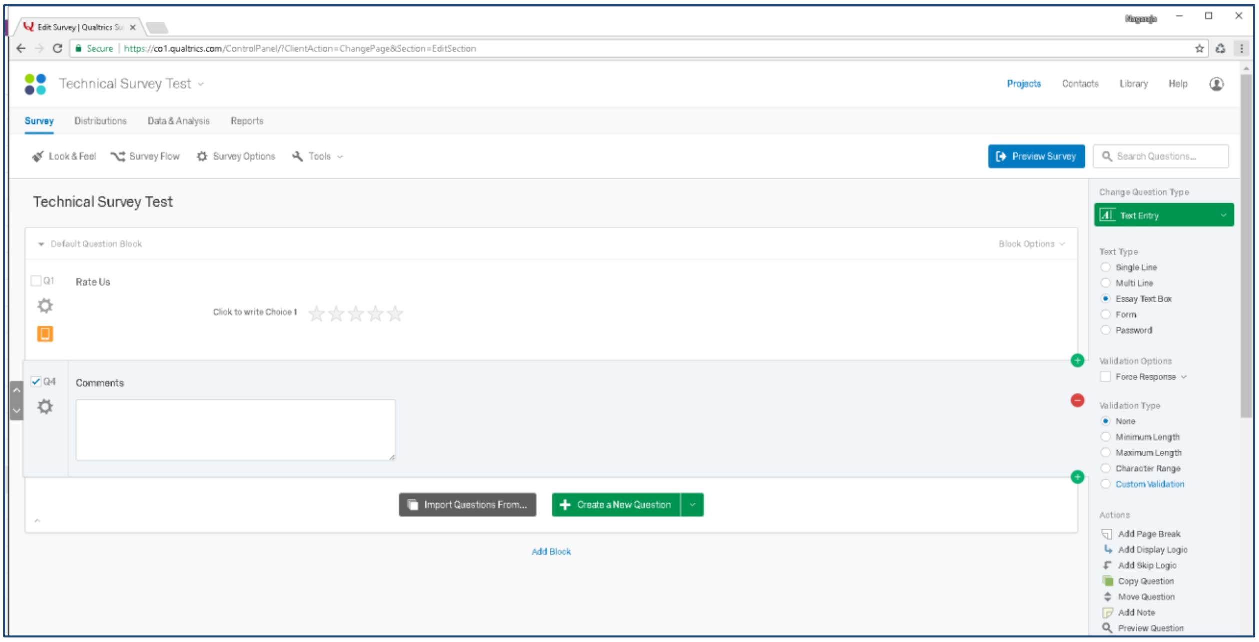


3. If desired, change the [question type](#) by clicking the green dropdown labeled Change Question Type and then select your desired question type.

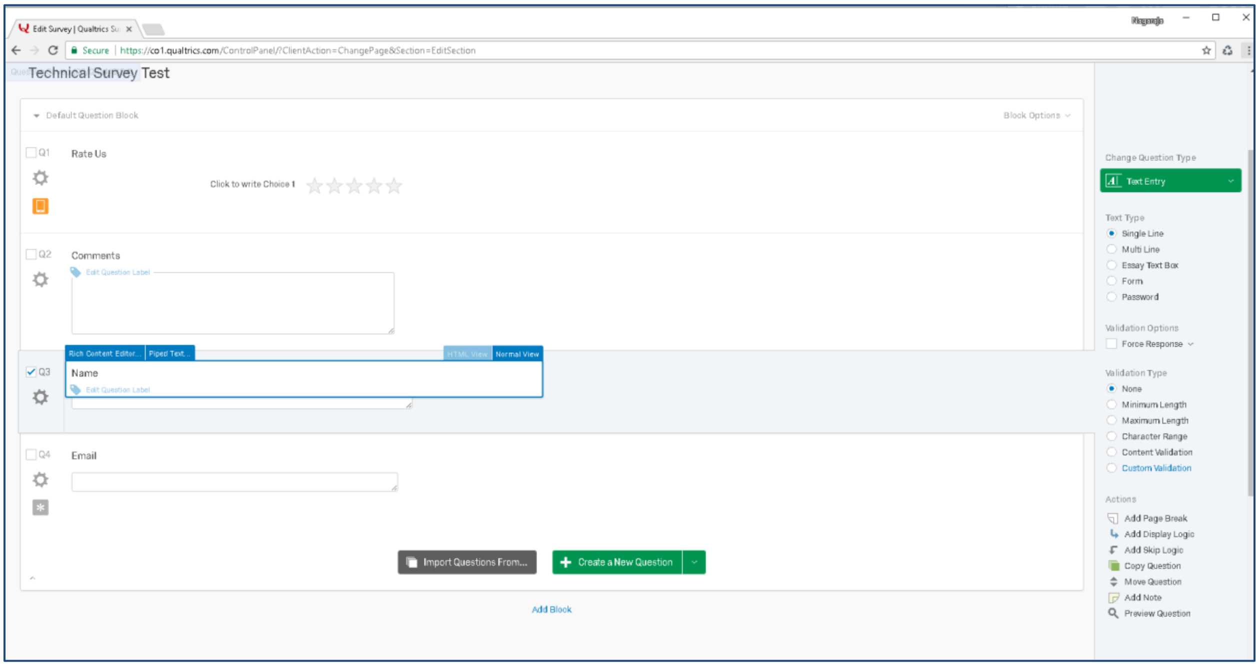
4. Click Create a New Question.



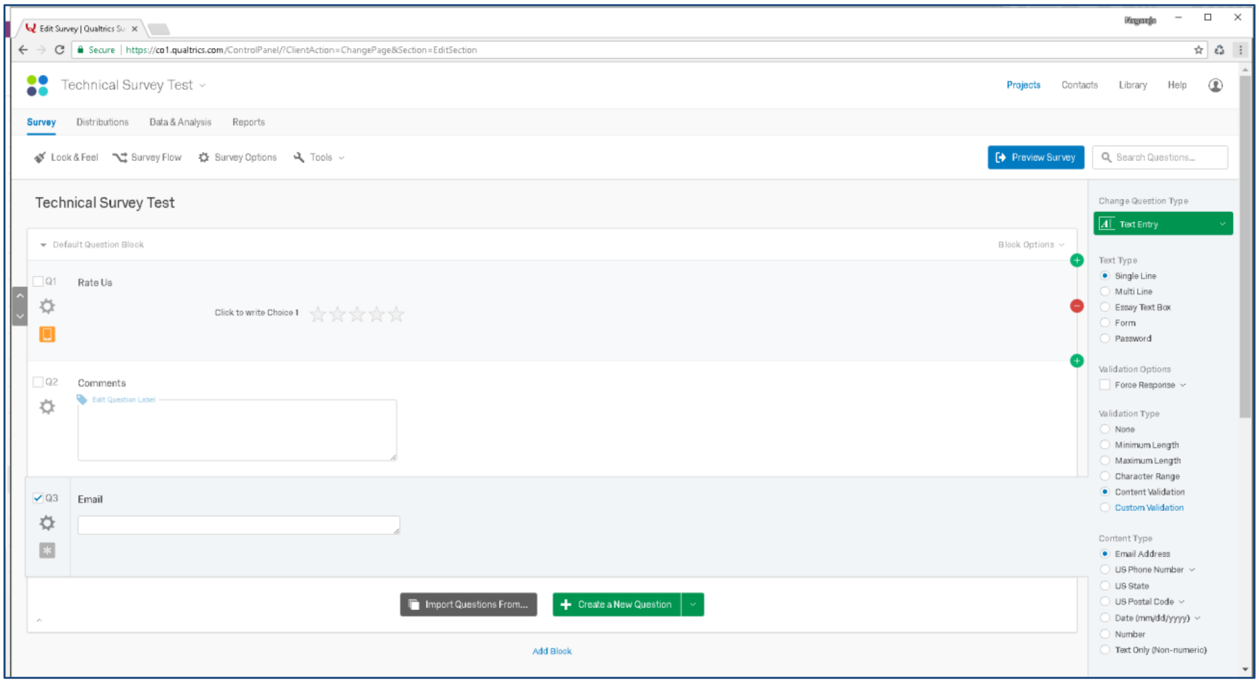
5. Update the question and choices as desired in this case its text box for comments



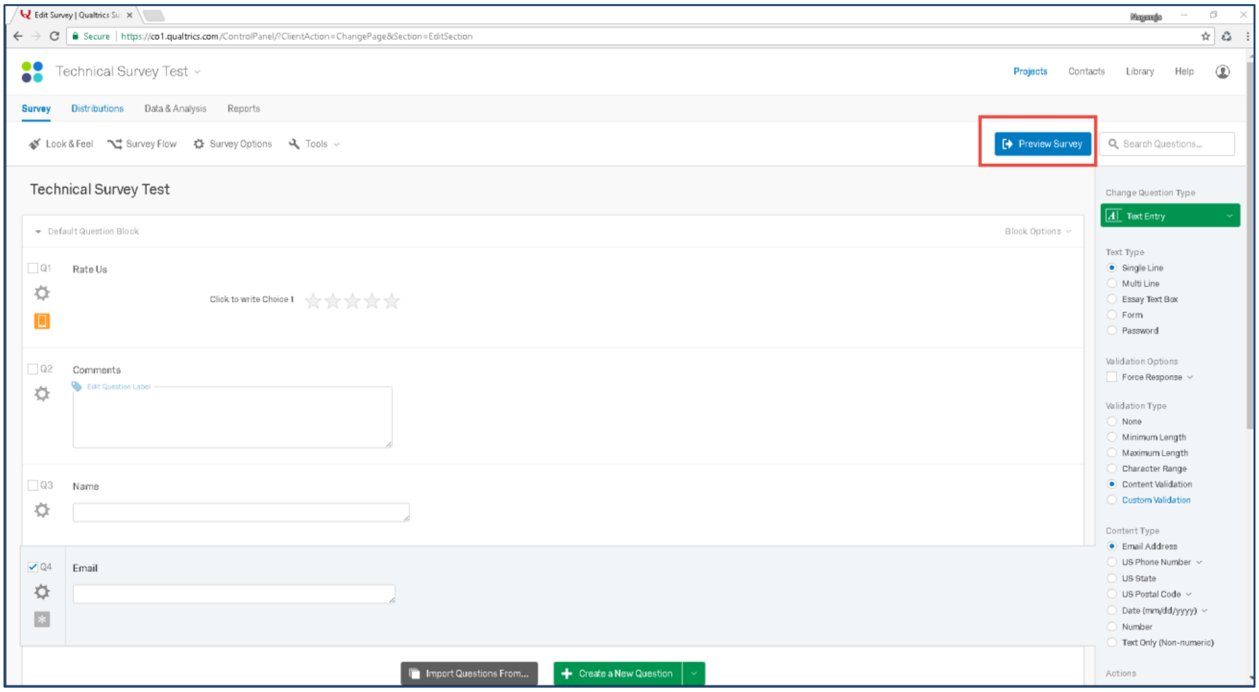
6. Add Name question to survey

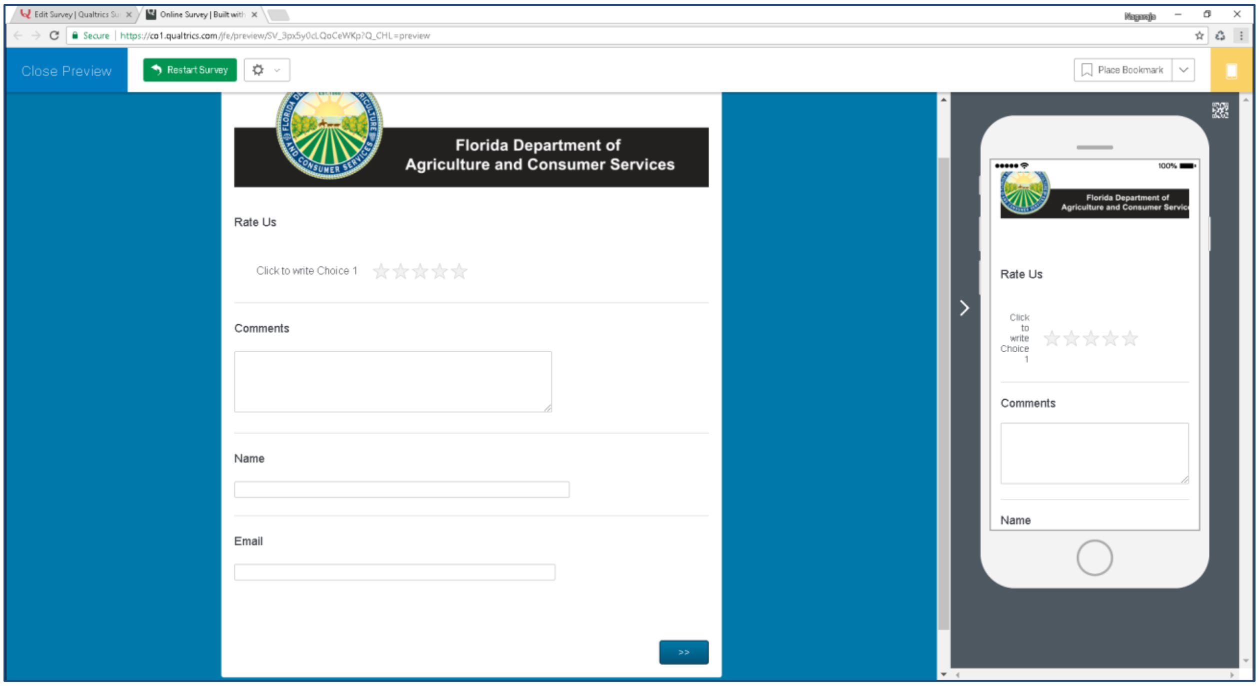


7. Add Email question to survey



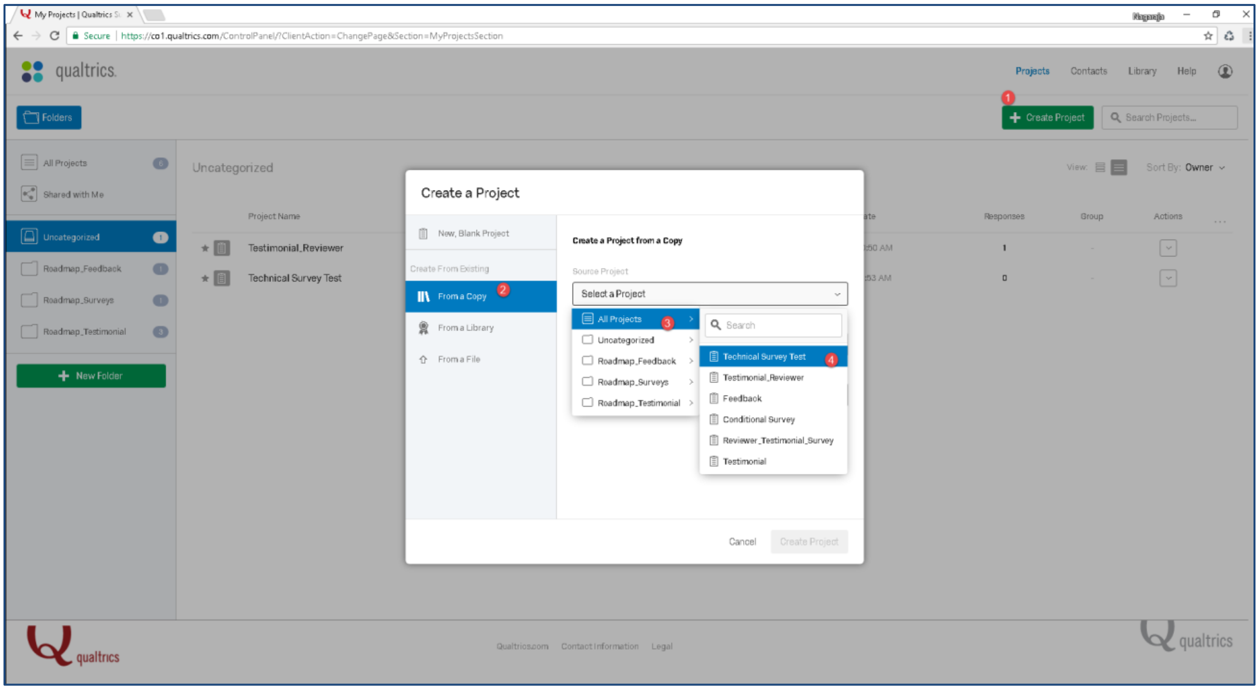
8. Click on Preview Survey to preview the created survey



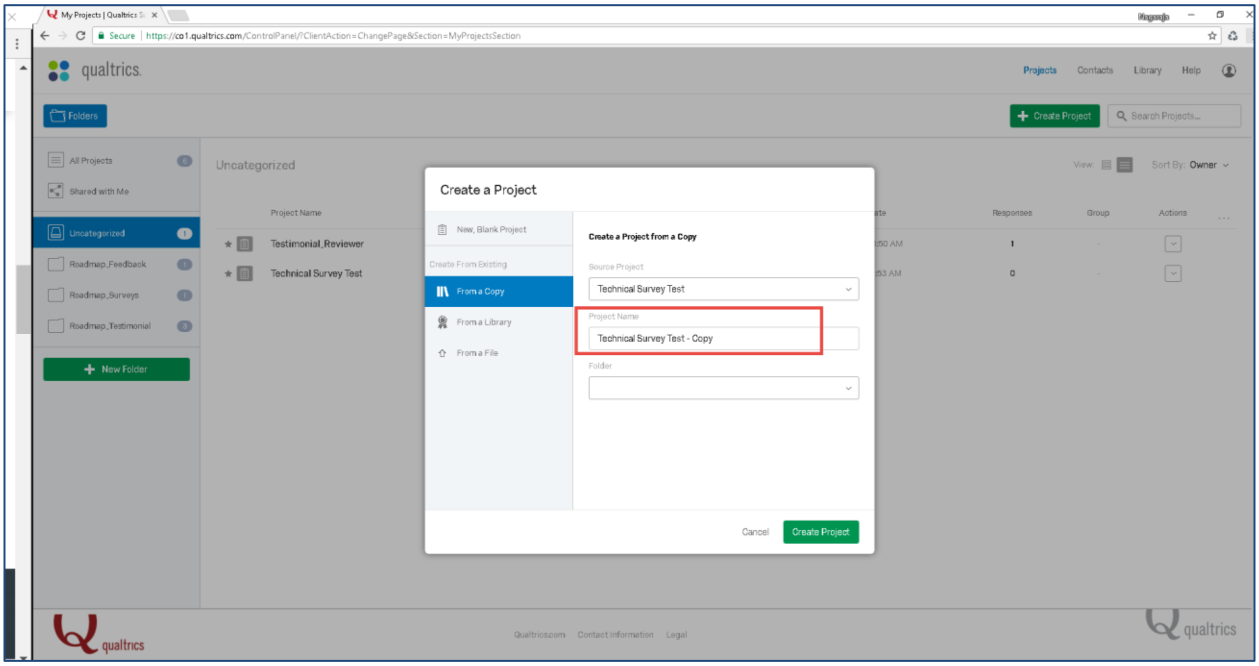


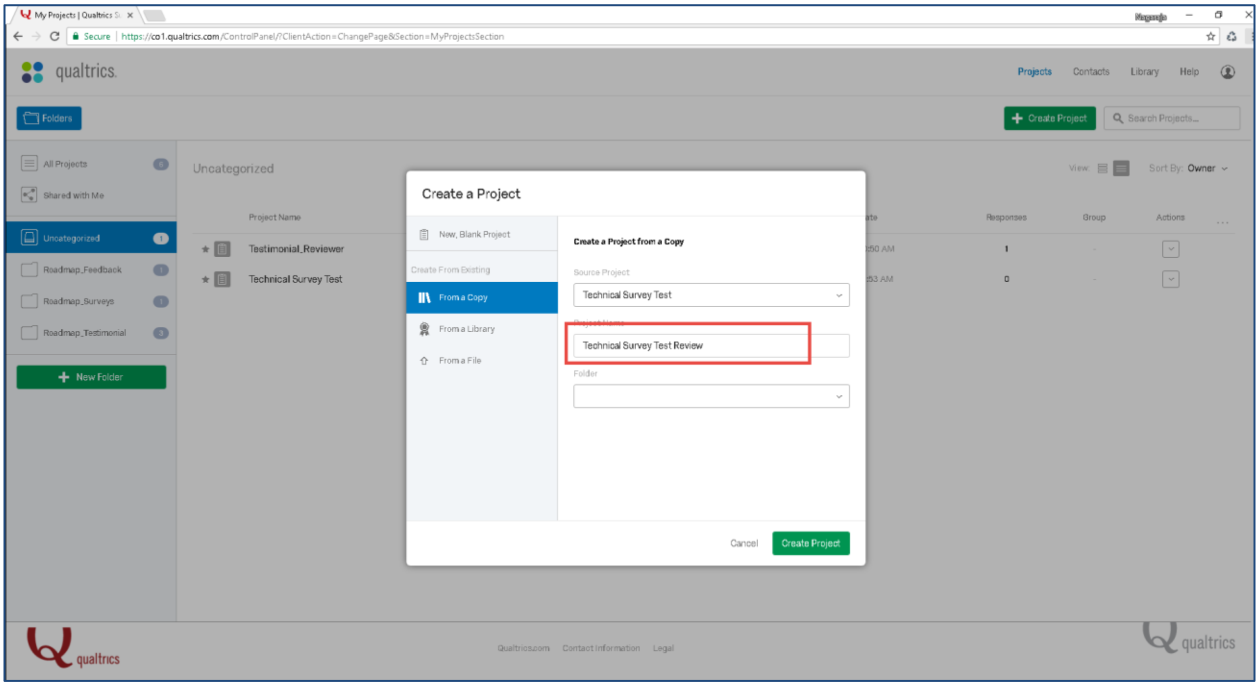
6.2.1.3 Create Copy Survey

1. Click on Create Project. Under Create From Existing, Select ‘From a Copy,
2. Select project Folder and select the desired existing survey

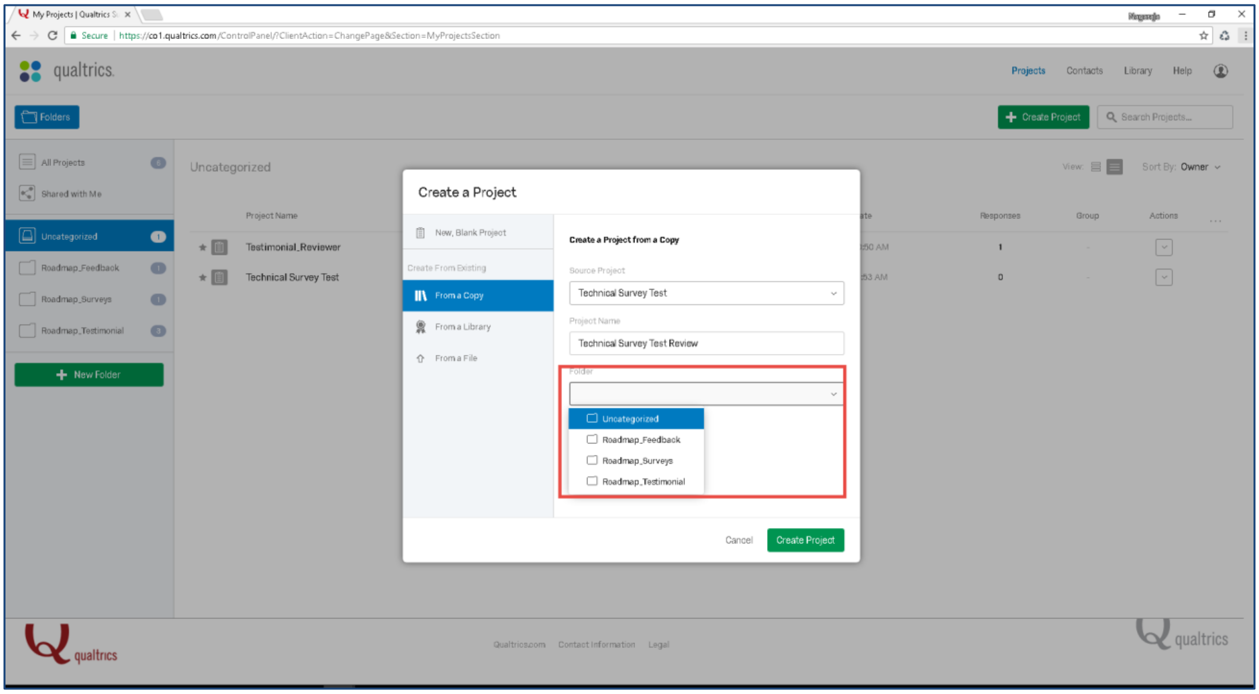


3. Rename the Project/Survey as desired or you can leave the default name

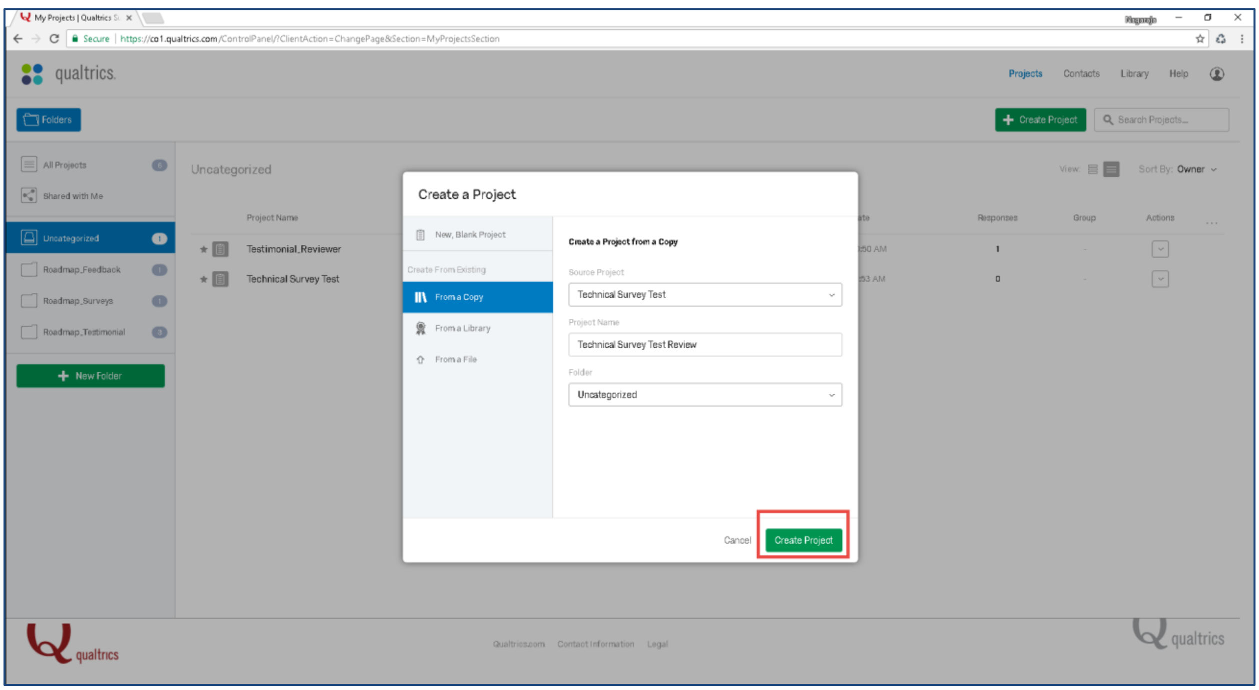




4. Select the desired Folder to organize and save the survey



5. Click on Create Project



6.2.1.4 Embedded Data

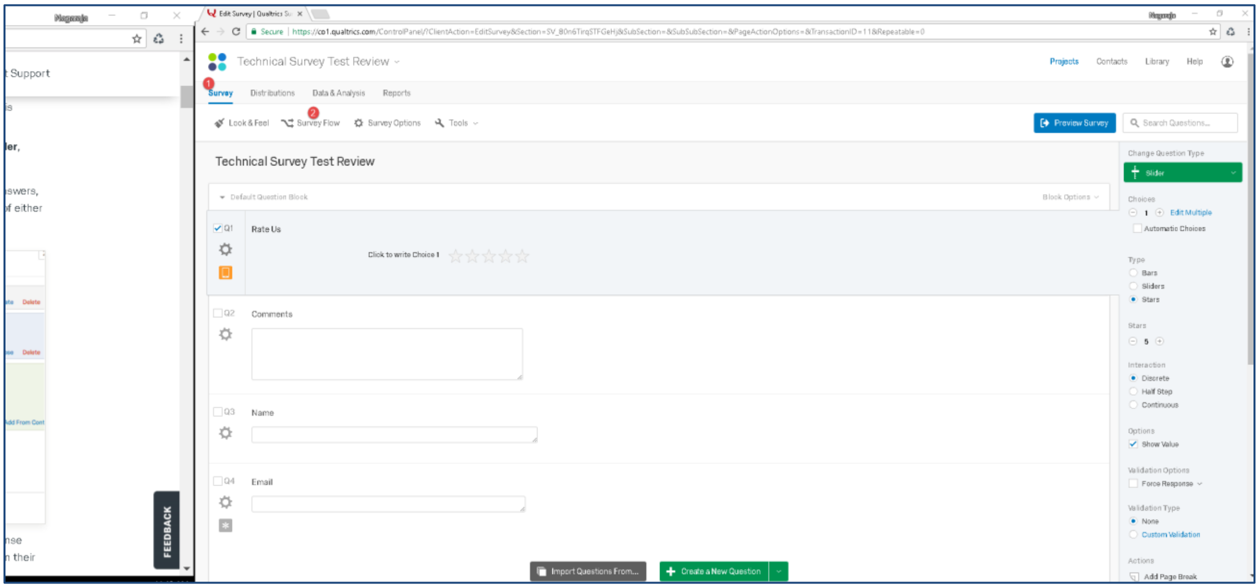
Embedded Data is any extra information you would like recorded in addition to the question responses. It can be used to store information such as

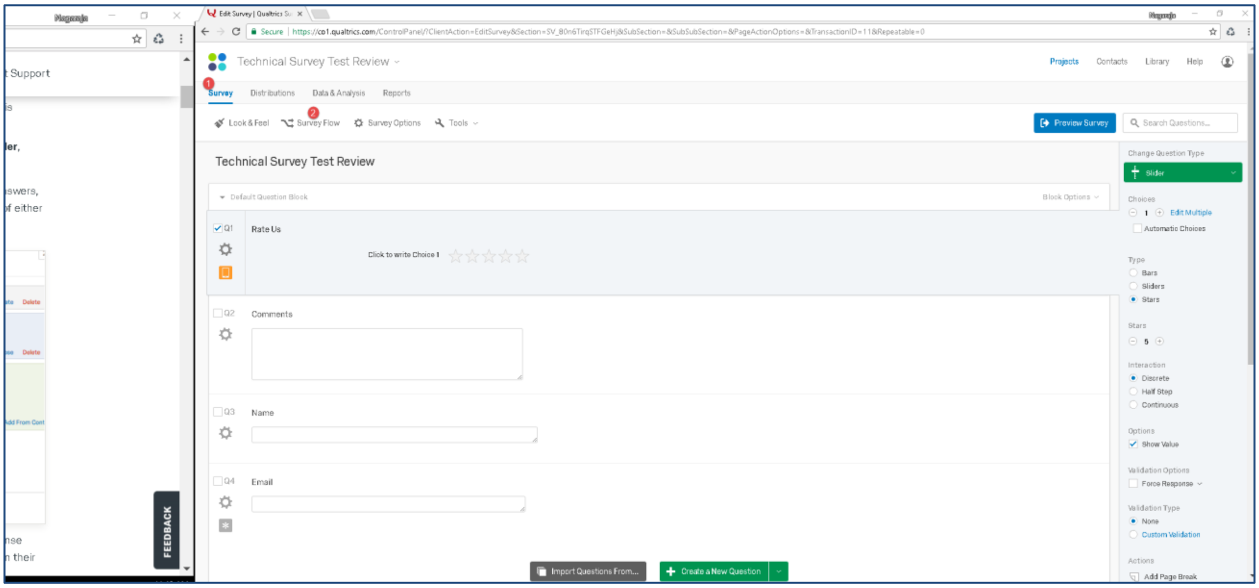
- The social media site a respondent has come from
- The condition a respondent was assigned to in a research study
- Previously gathered information from a contact list so that data will be available for analysis

Embedded Data consists of a field and a value. The field is the name of your variable (e.g., **Gender**, **State**, **and Status**).

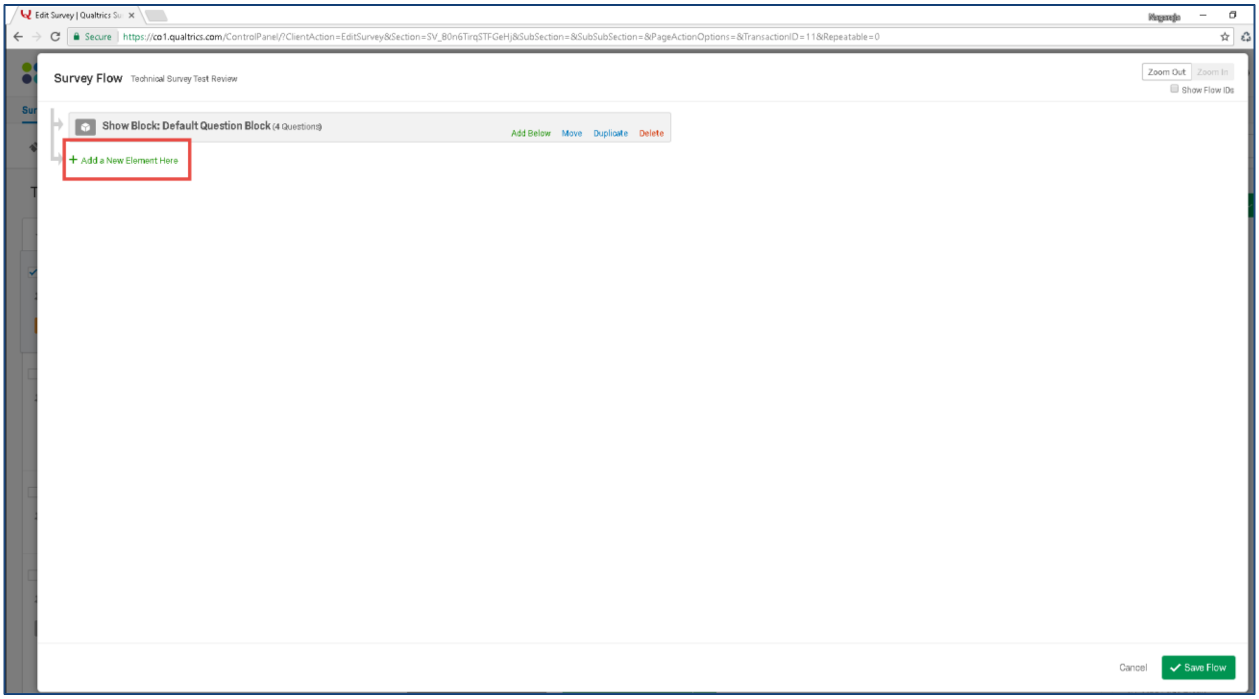
The value is what your field will be set to in your data. Just as one question can have multiple answers, an Embedded Data field can have multiple values (e.g., a field called **Status** might have a value of either **Screened Out**, or **Good Complete**).

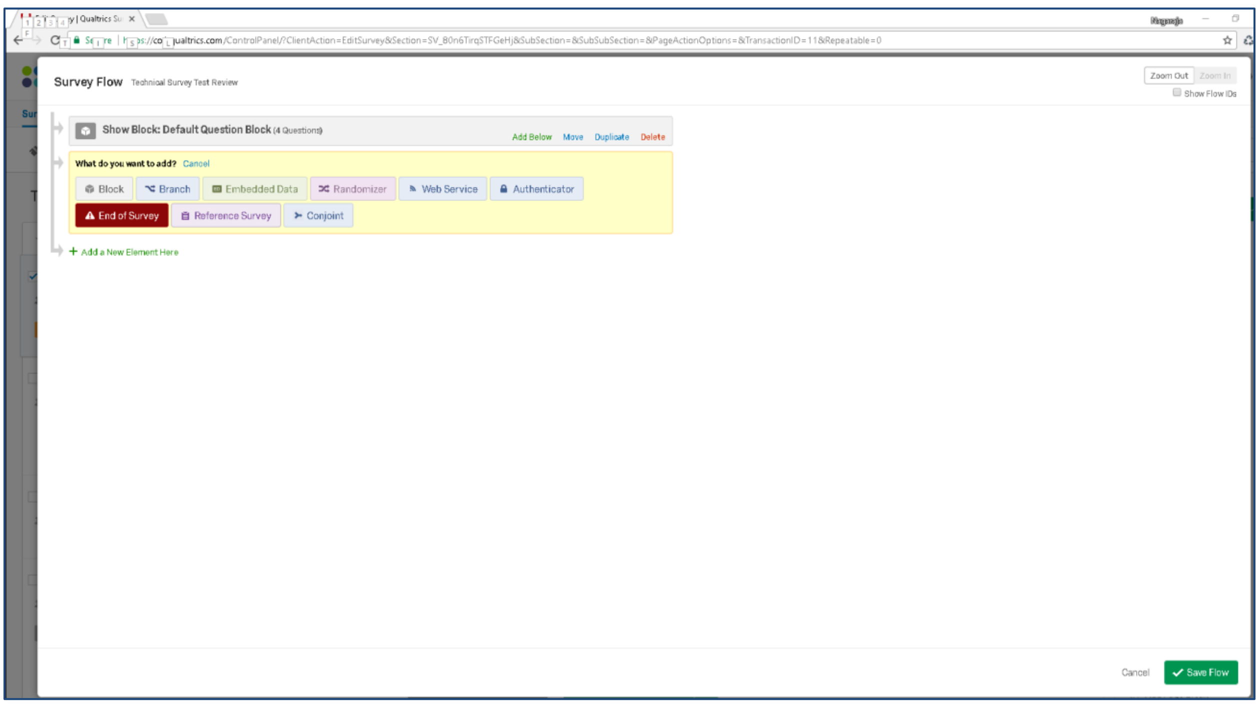
1. Edit any Survey, In Survey tab, Click on Survey Flow



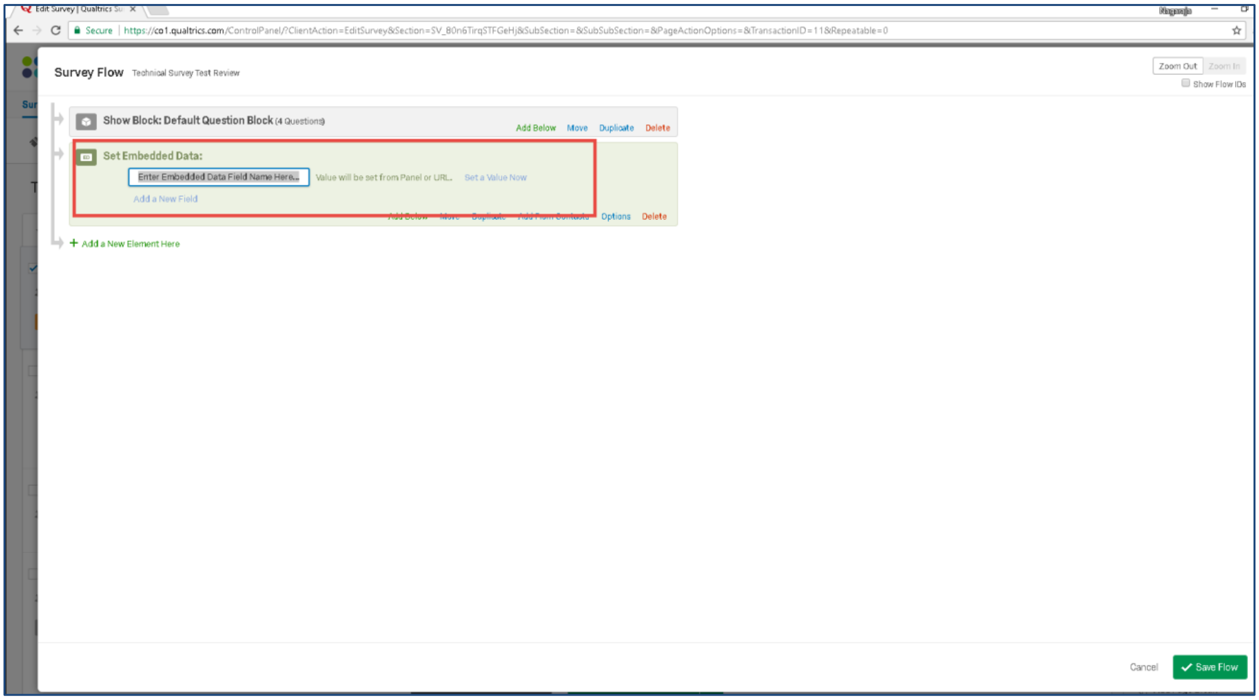


2. Click on Add new element here

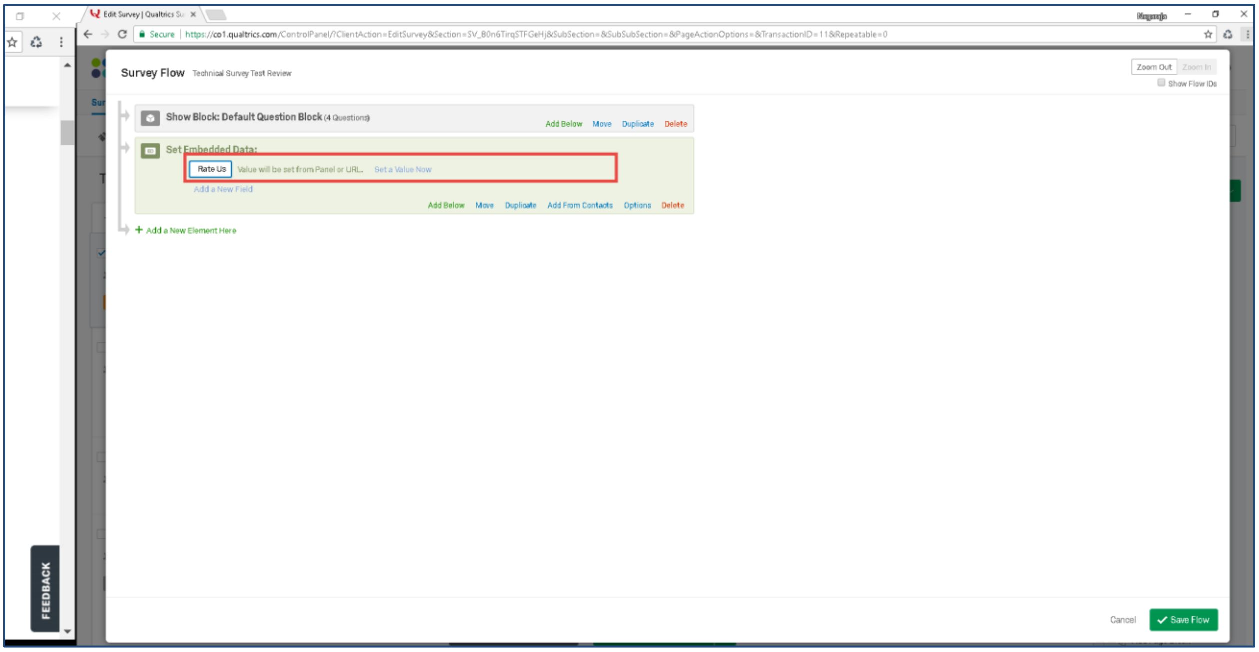




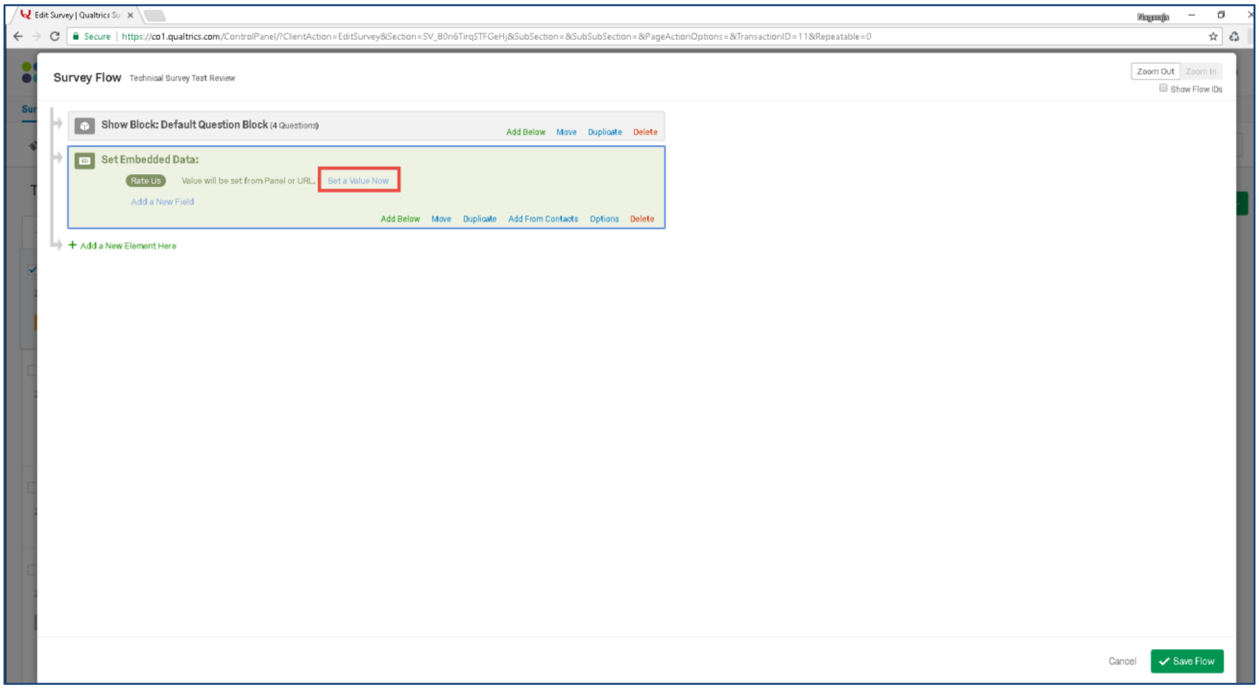
3. Click on Embedded Data button



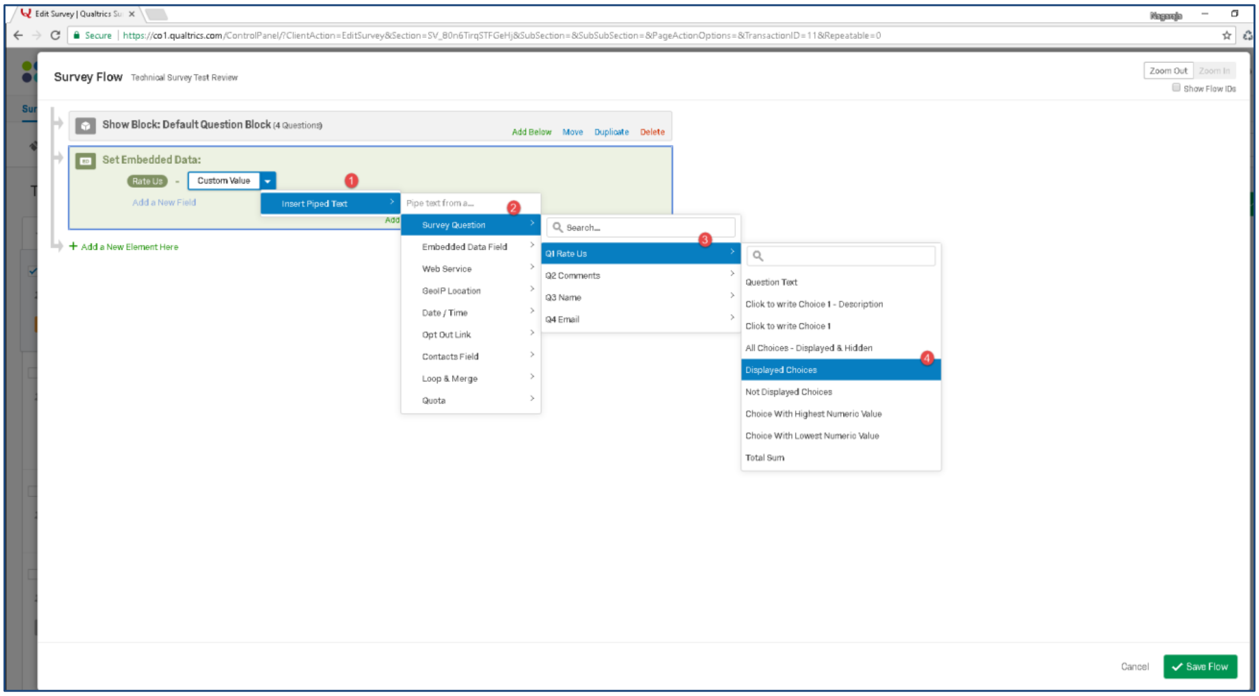
4. Enter Embedded Data Field Name Here...

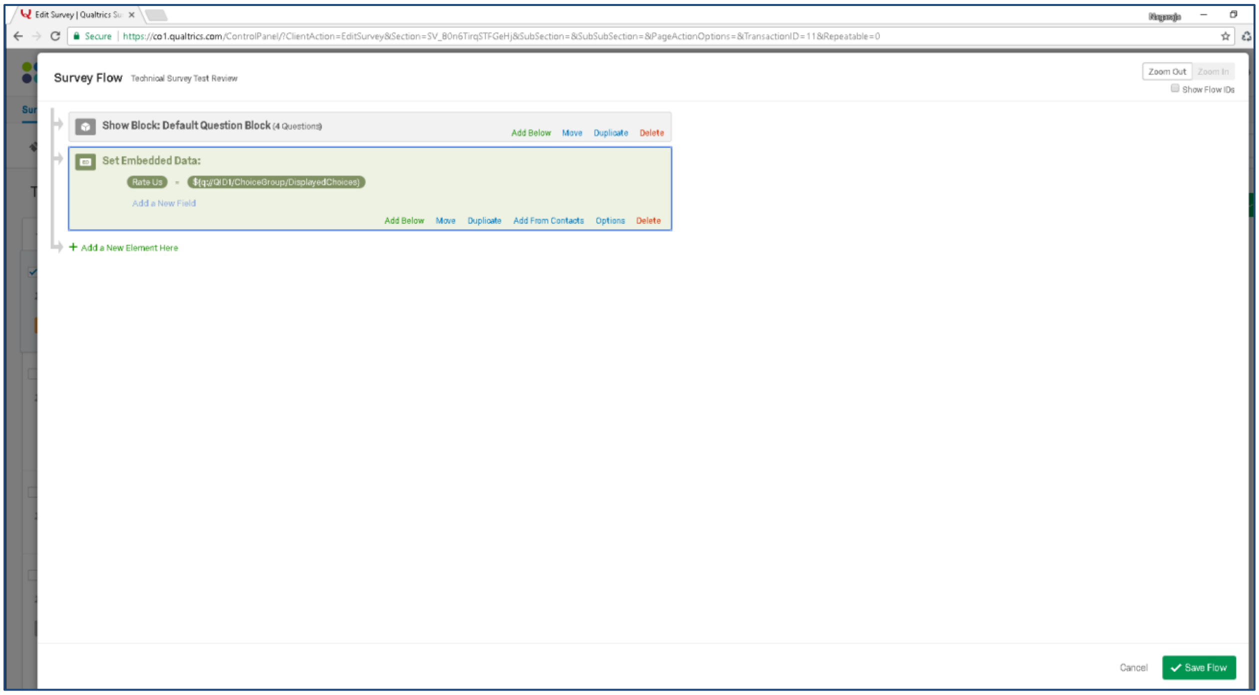


5. Click on Set a value now

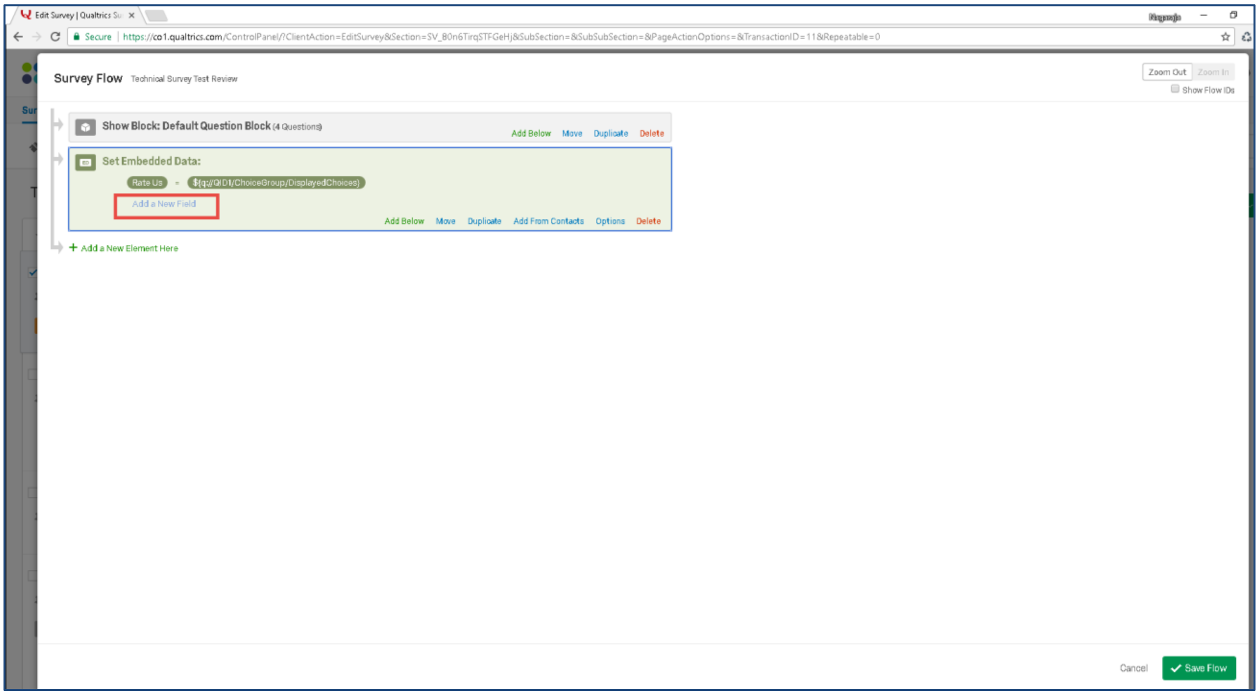


6. Select Insert Piped Text, select Survey question, Select Rate Us, and Select Displayed Choices

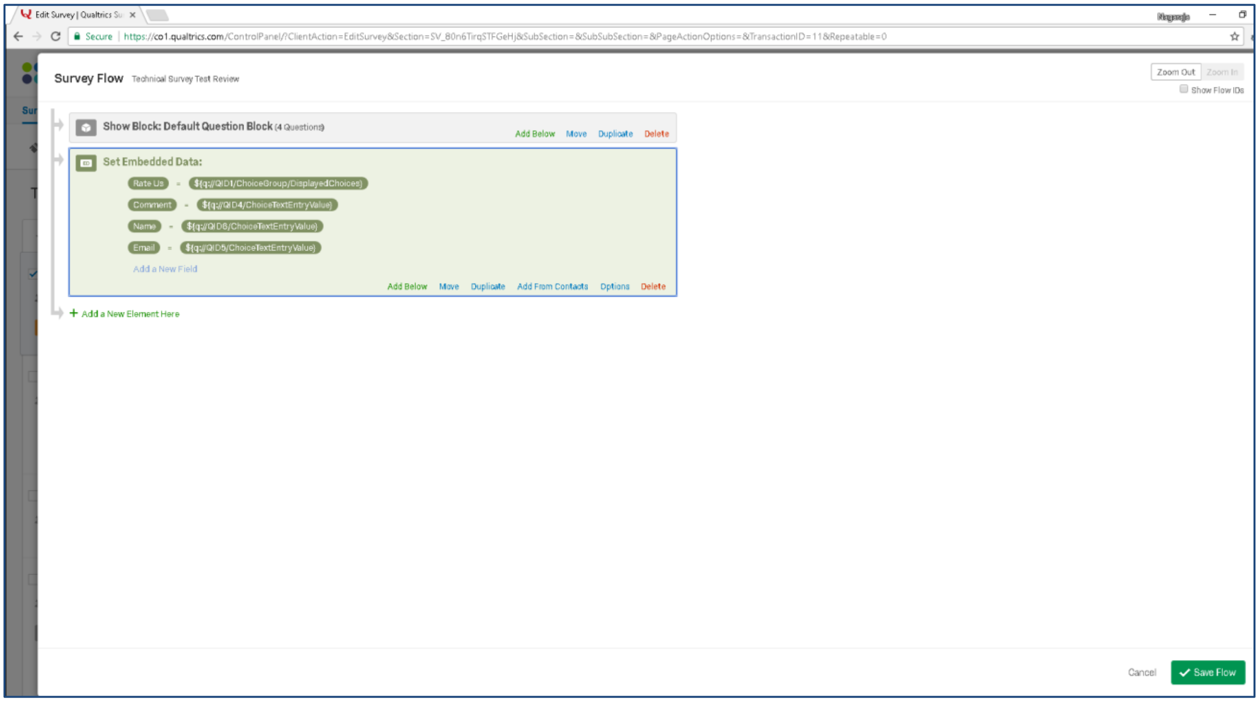




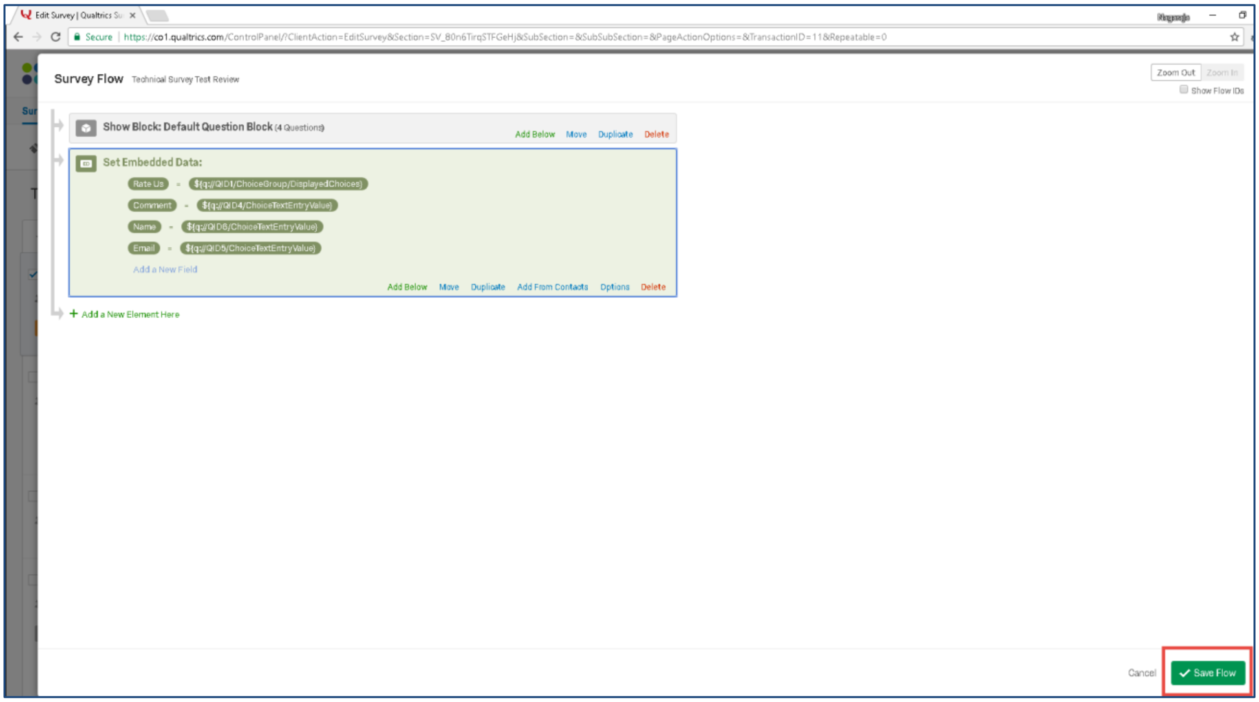
7. Add new filed



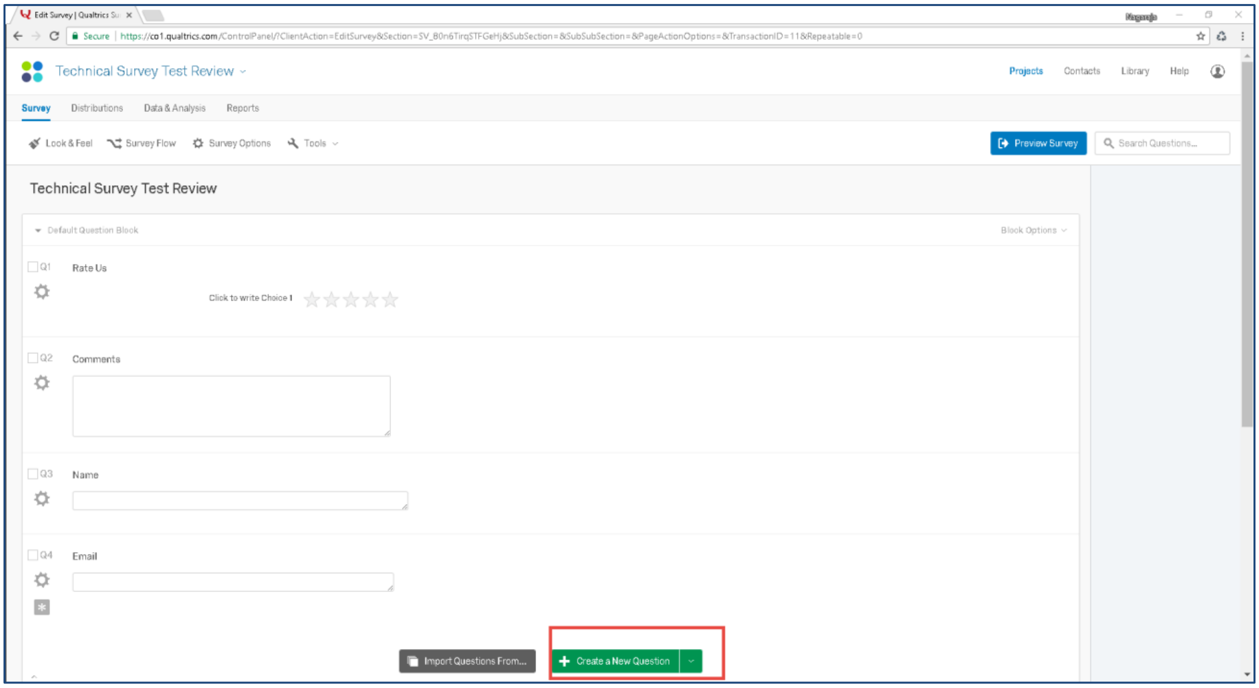
8. Add a New Field to set more Embedded Data fields

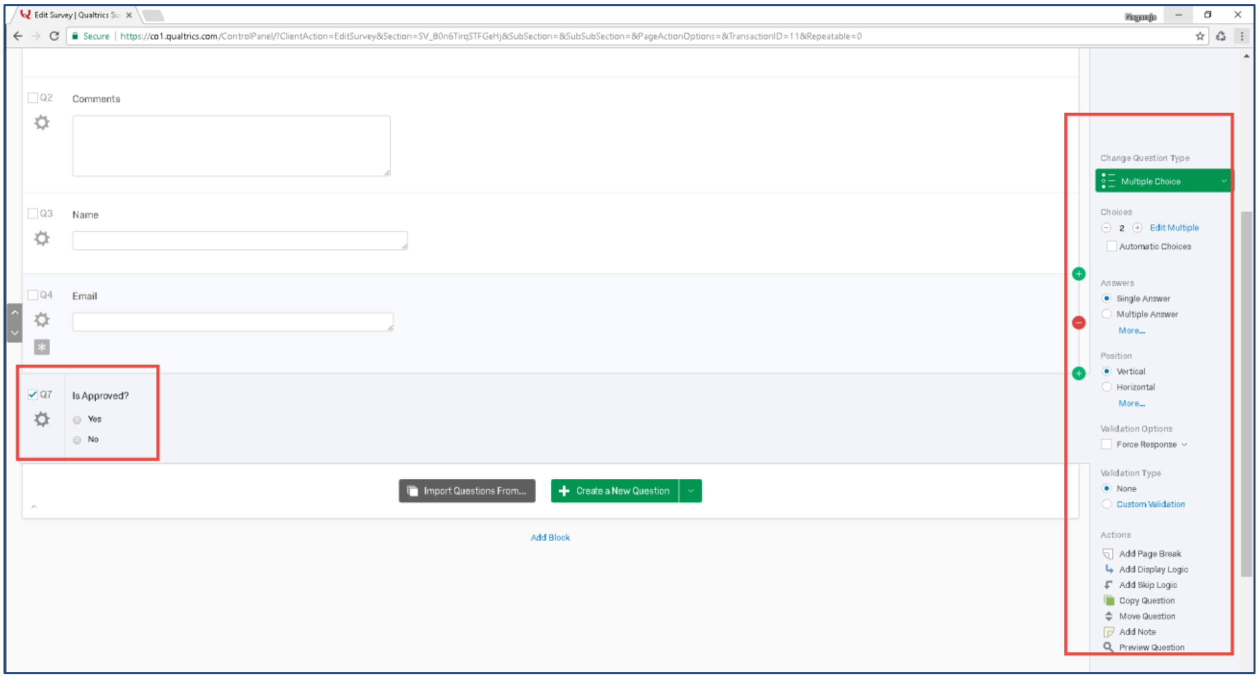


9. Click on Save Flow

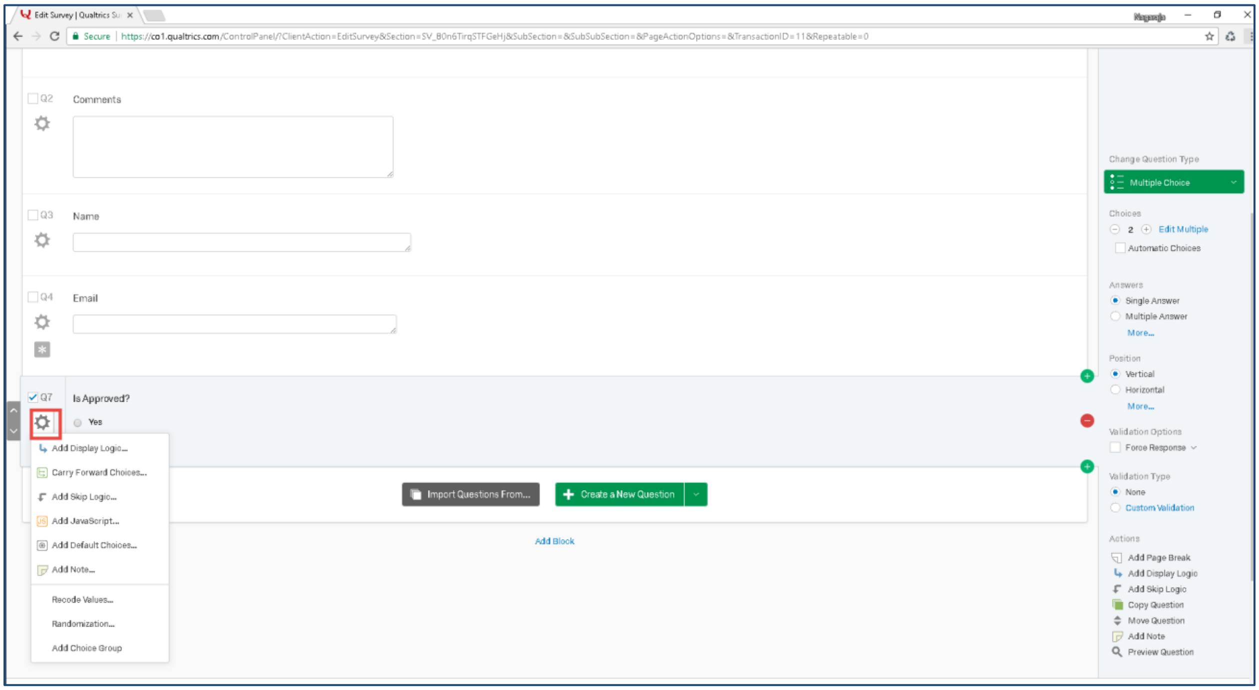


10. Create a new Question, Is Approved? Make settings to display this question to only to Reviewers not to users.

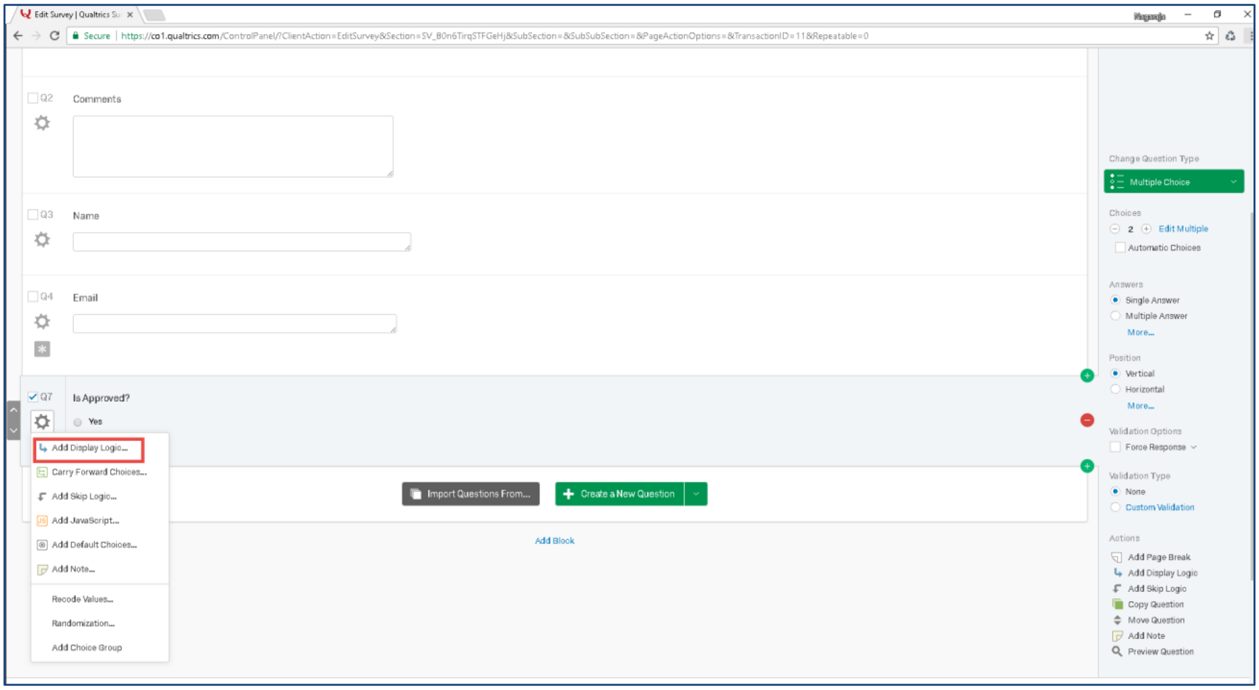


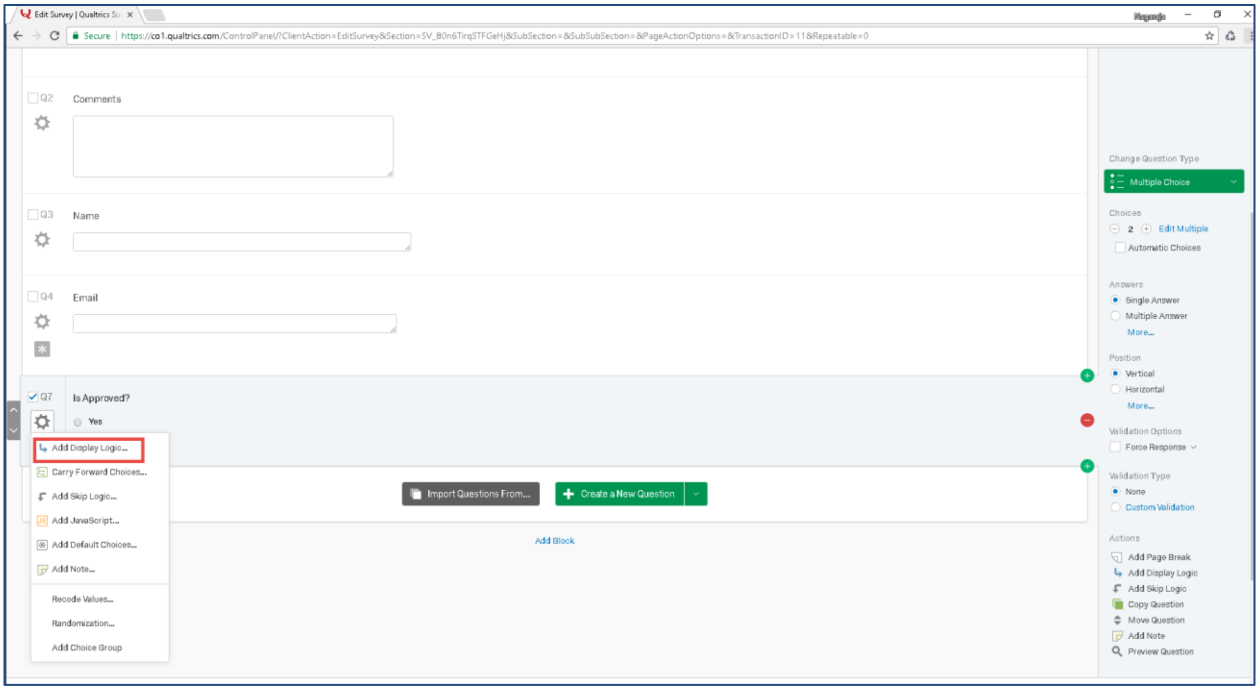


11. Add display logic by clicking on Settings button beside the question ‘Is Approved? ‘

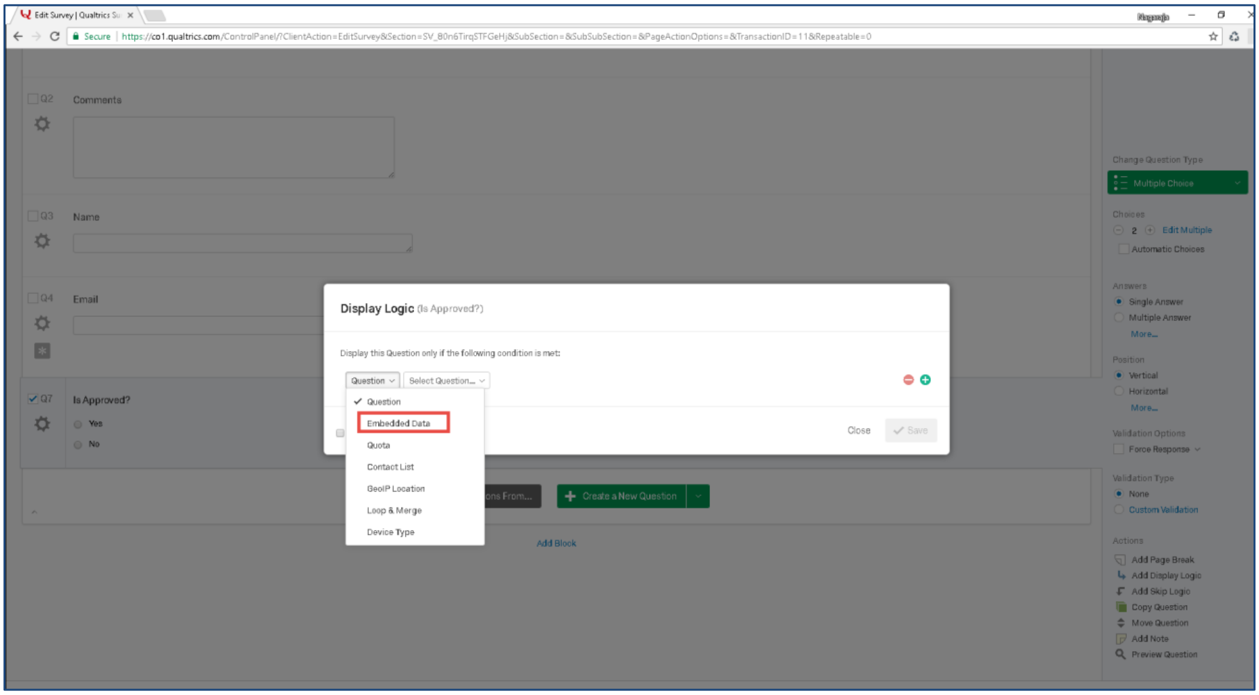


12. Select Add Display Logic

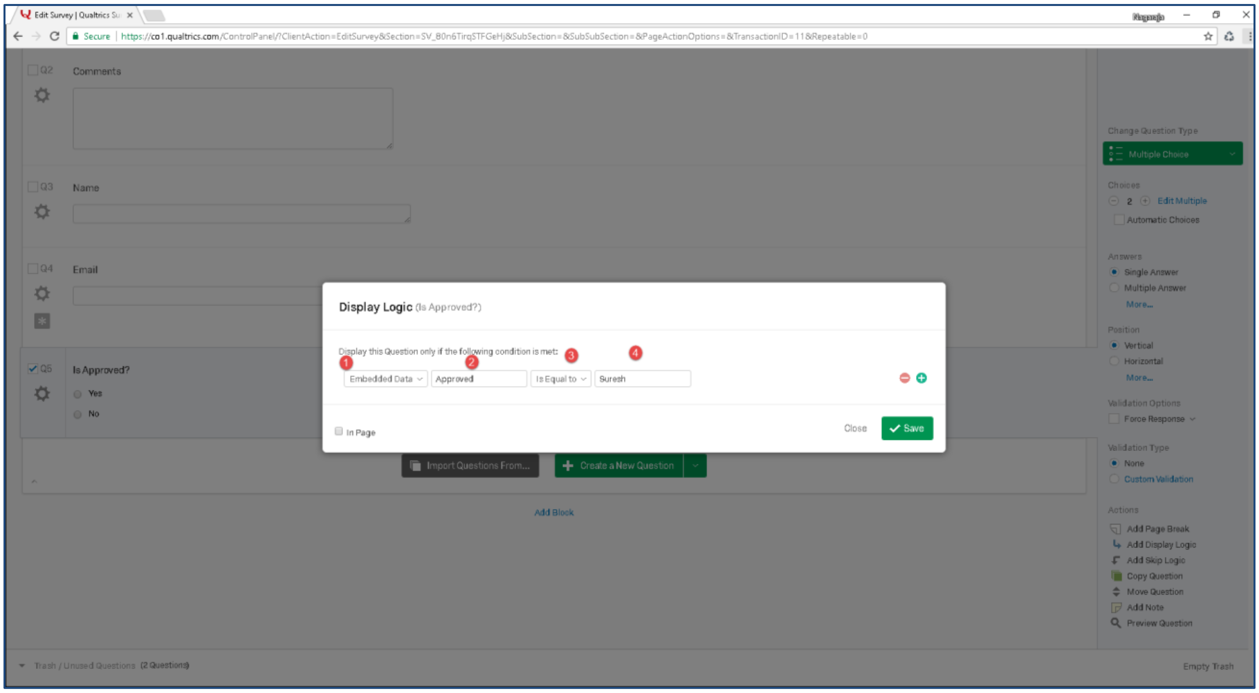




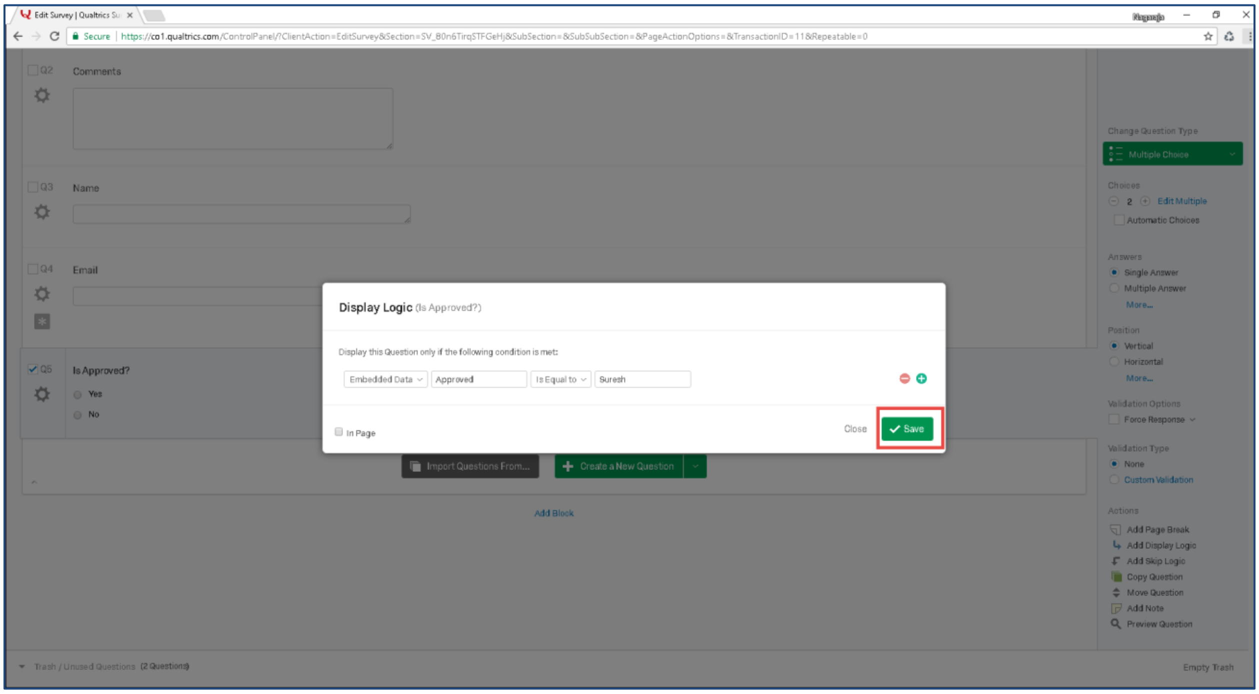
13. On display logic popup, for Question, Select Embedded Data



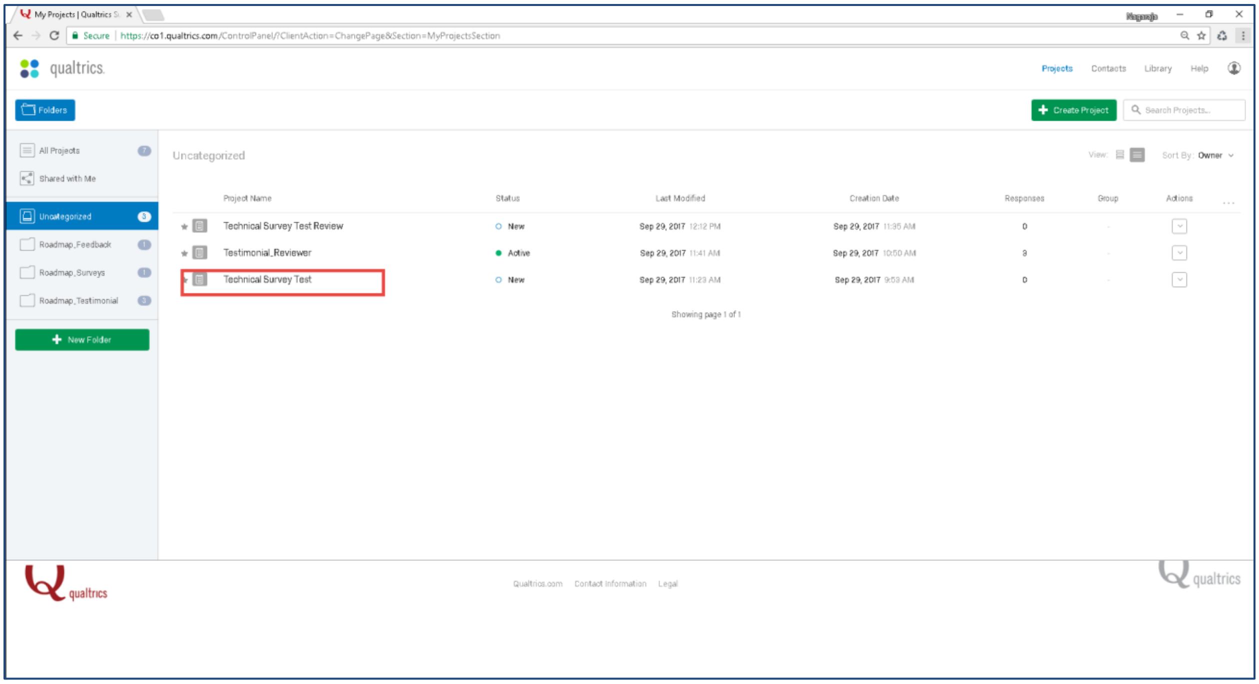
14. Input the condition for Embedded Data i.e. in this case ‘Approved’.
15. Set desired condition , in this case ‘Is Equal to’
16. Set the condition value for the Embedded Data



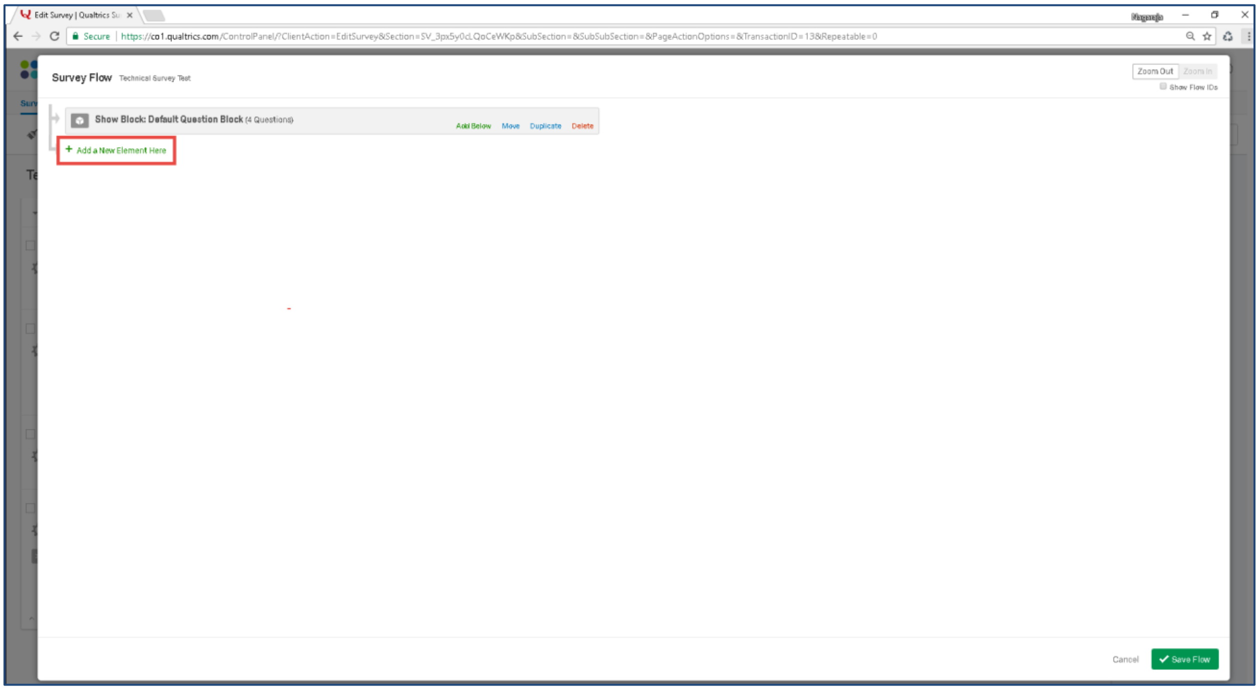
17. Click on Save button



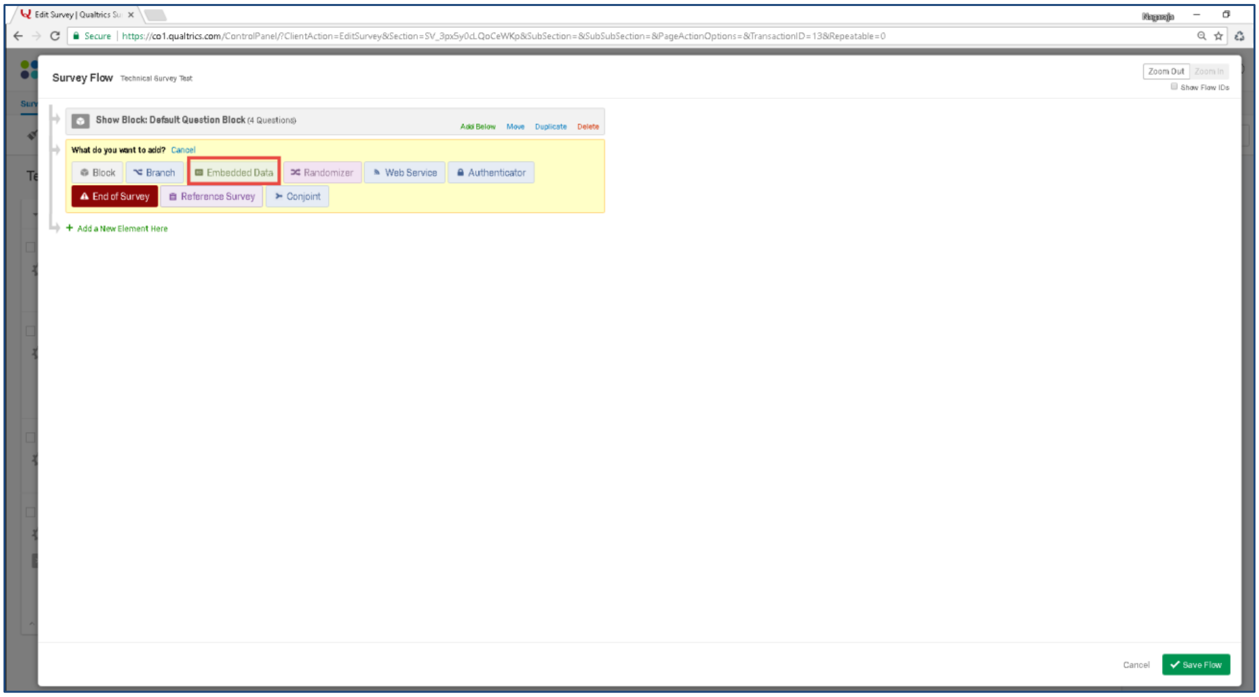
18. Edit the Technical Survey Test (this is survey for users).



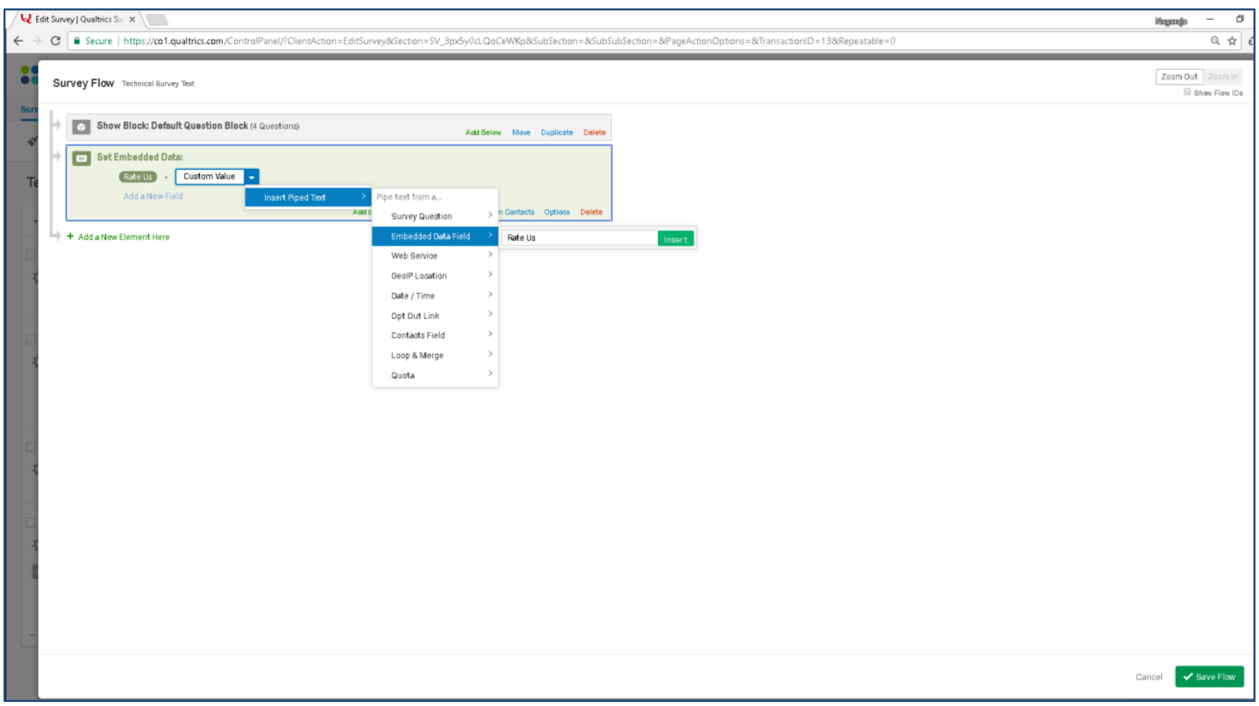
19. At Survey tab, Survey Flow. Click Add a new Element Here

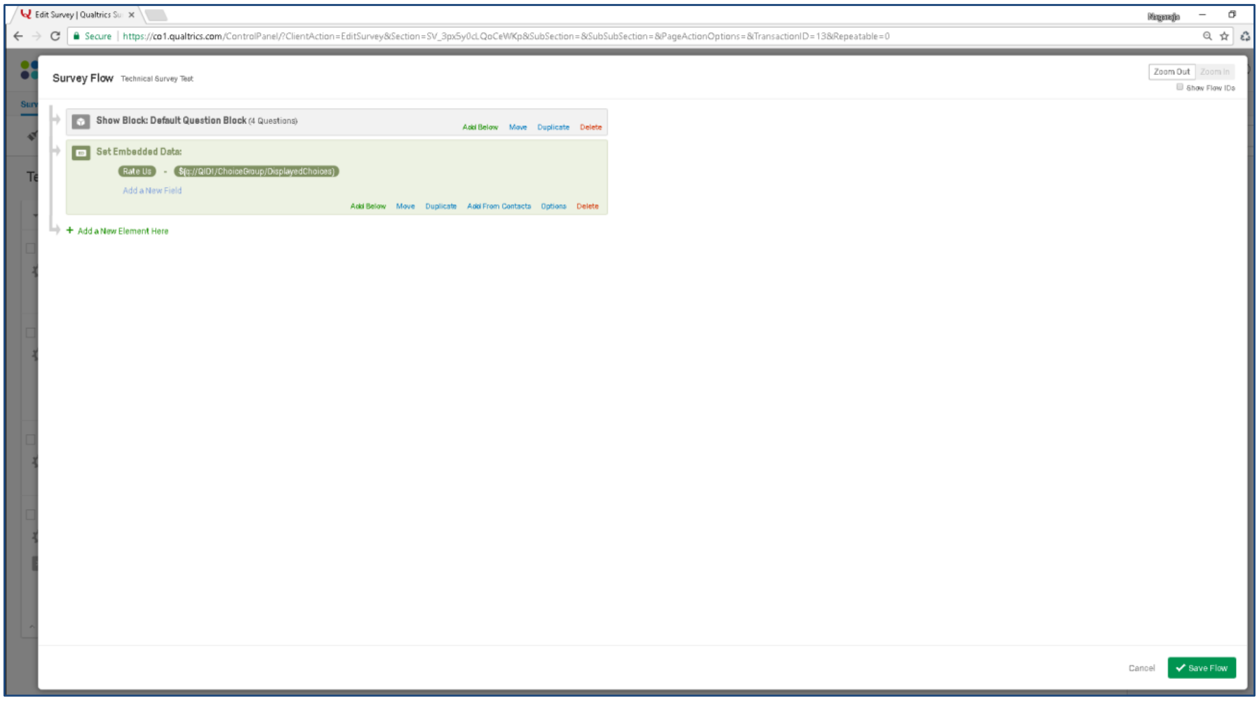


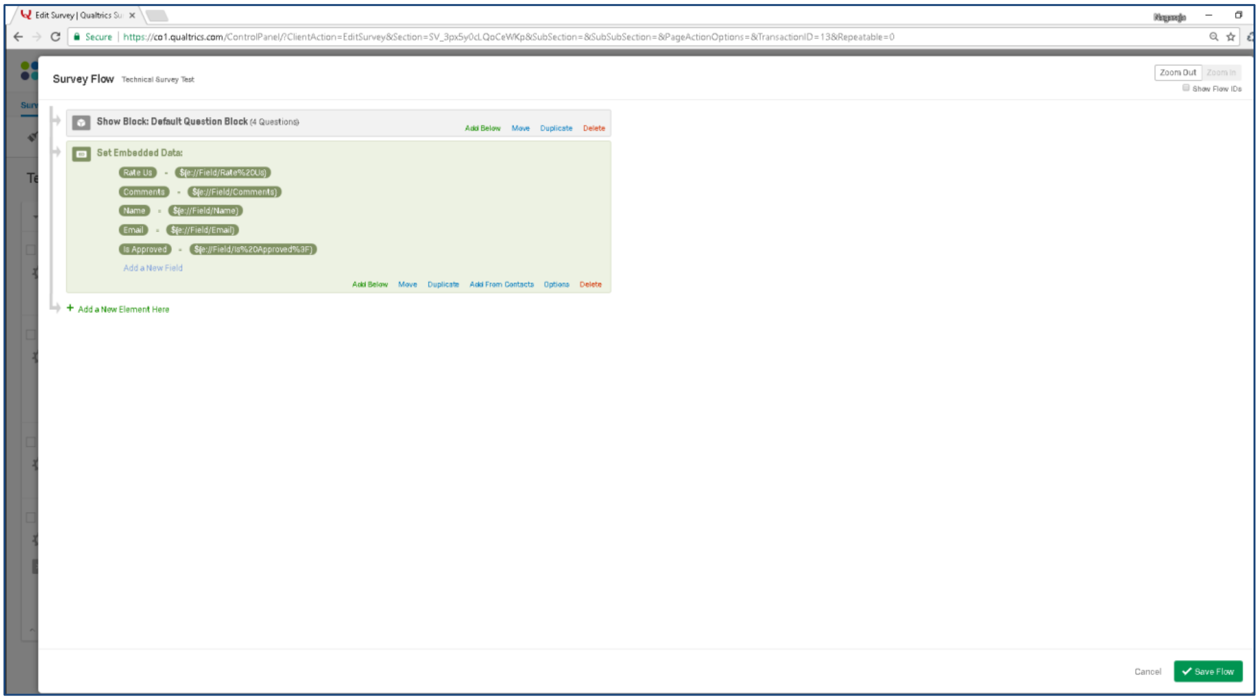
20. Click on Embedded Data



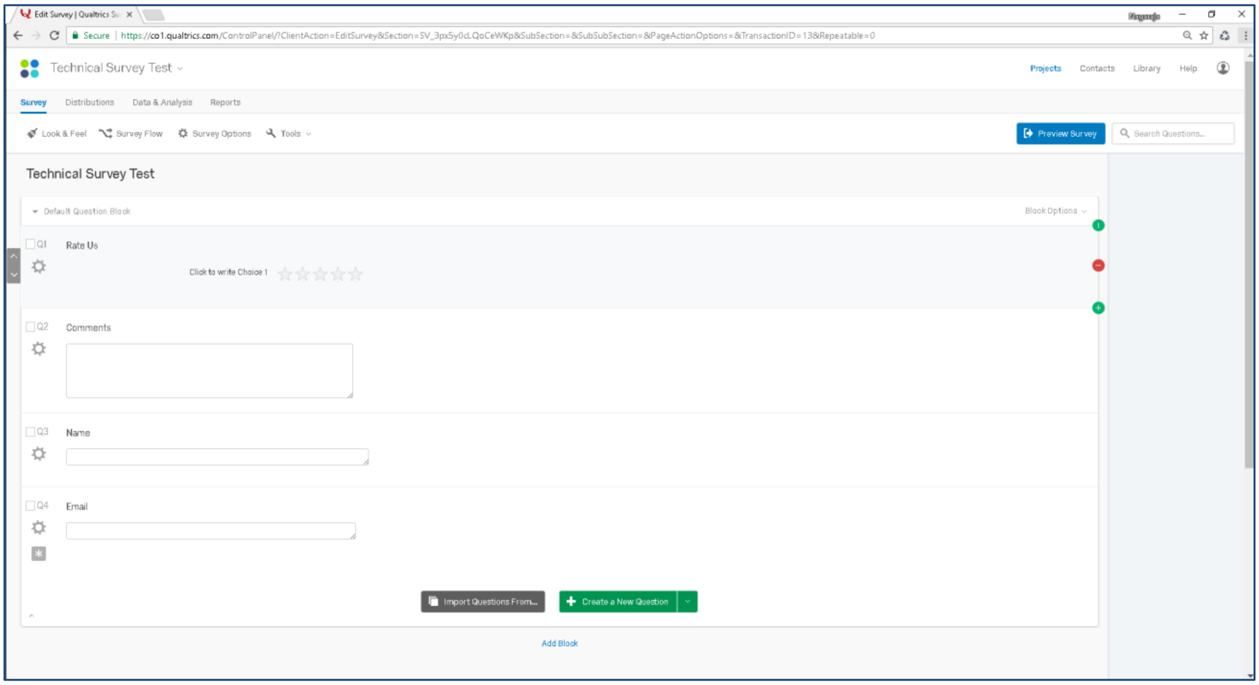
21. Update the filed name 'Enter Embedded Data Field Name Here... ' and click on Set a value Now to set the Embedded filed




Edit Survey | Qualtrics Su
Survey Flow
Technical Survey Test
Zoom Out
Zoom In
Show Flow IDs
Show Block: Default Question Block (4 Questions)
Add Below
Move
Duplicate
Delete
Set Embedded Data:
Rate Us
${q://QID1/ChoiceGroup/DisplayedChoices}
Add a New Field
Add From Contacts
Options
Add a New Element Here
Cancel
Save Flow

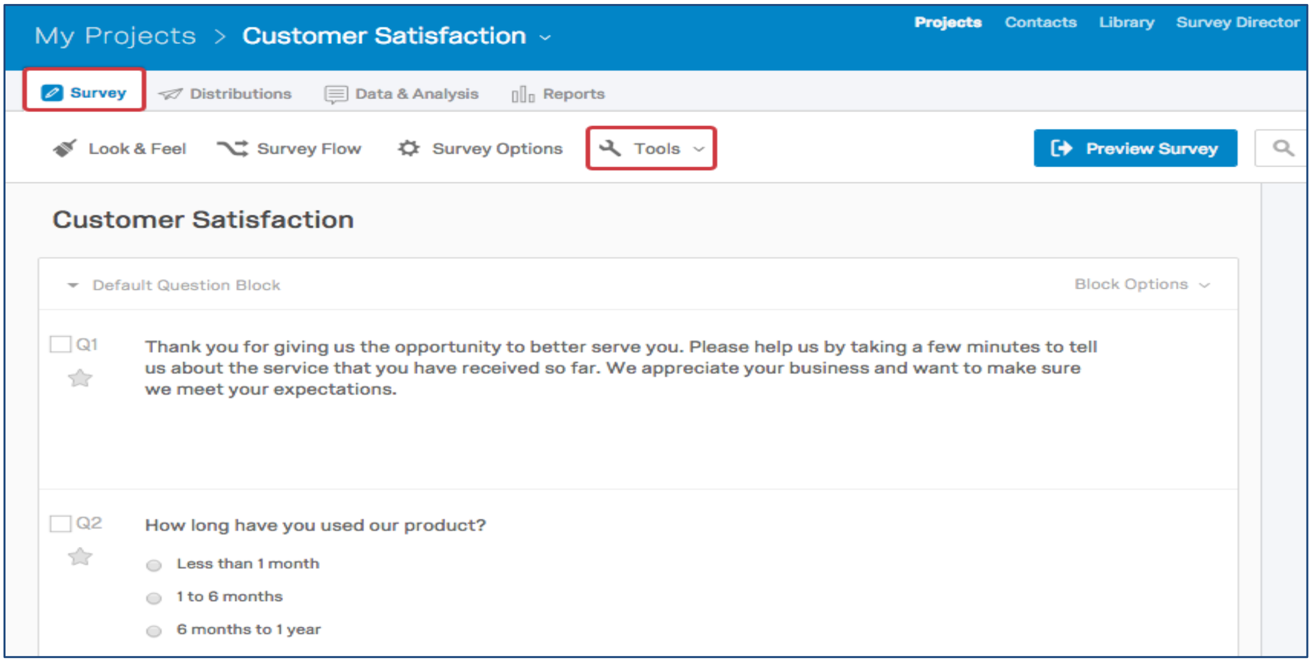

Edit Survey | Qualtrics Su
Survey Flow
Technical Survey Test
Zoom Out
Zoom In
Show Flow IDs
Show Block: Default Question Block (4 Questions)
Add Below
Move
Duplicate
Delete
Set Embedded Data:
Rate Us
${e://Field/Rate%20Us}
Comments
${e://Field/Comments}
Name
${e://Field/Name}
Email
${e://Field/Email}
Is Approved
${e://Field/Is%20Approved%3F}
Add a New Field
Add From Contacts
Options
Add a New Element Here
Cancel
Save Flow

22. Click on Save Flow

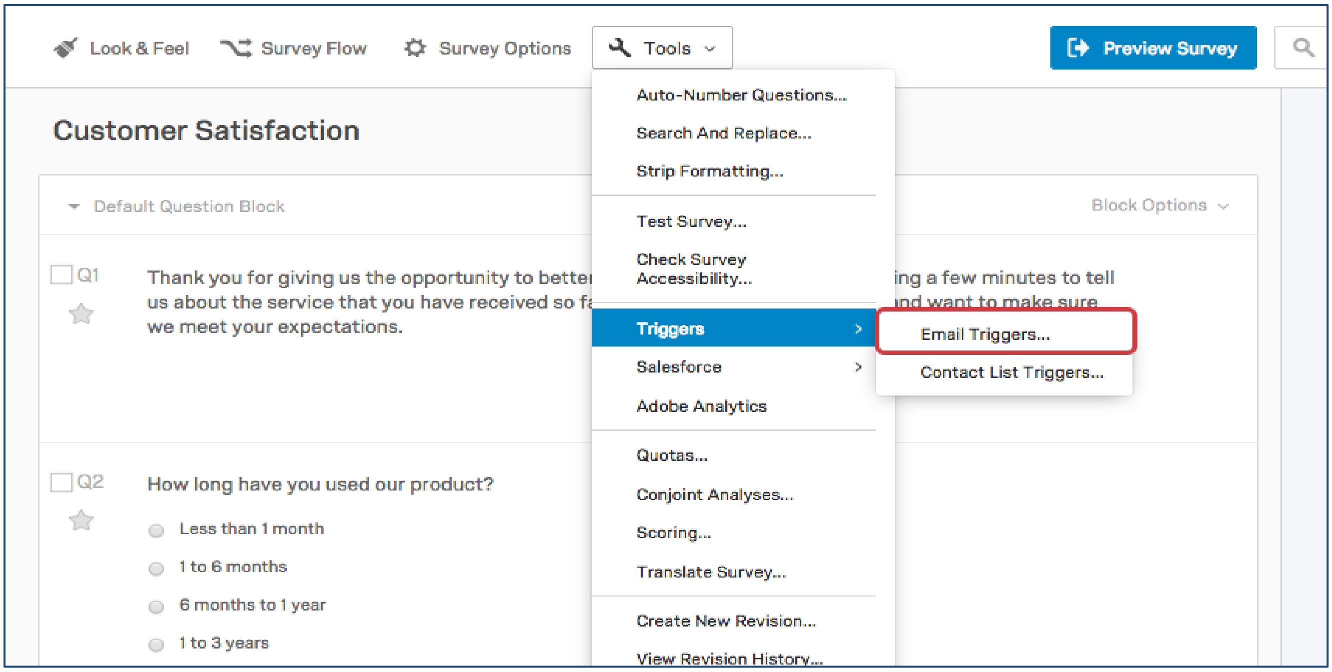


6.2.1.5 Setting Up Email Triggers

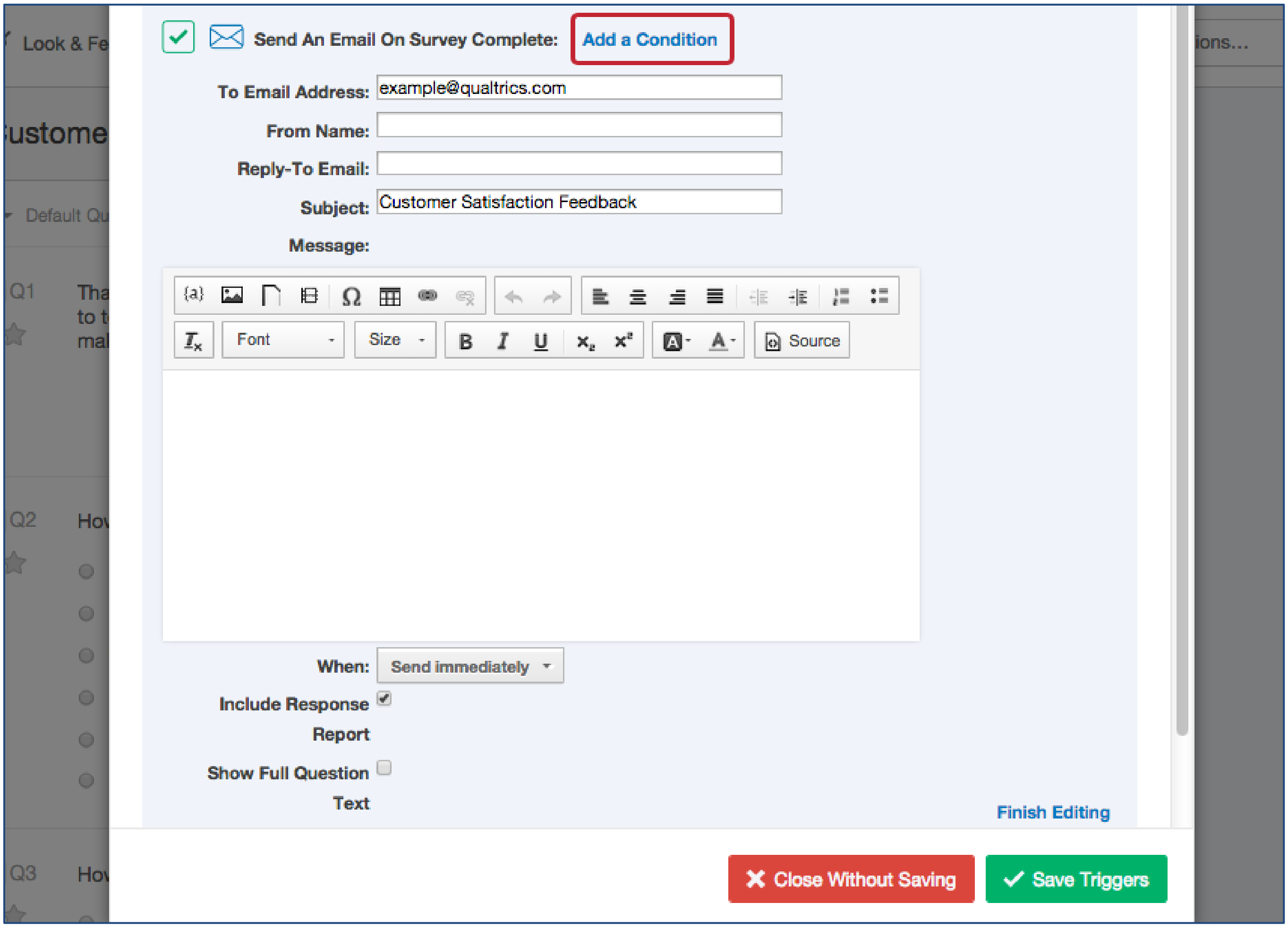
1. Navigate to the Survey tab and click Tools.



2. Hover over Triggers and select Email Triggers.

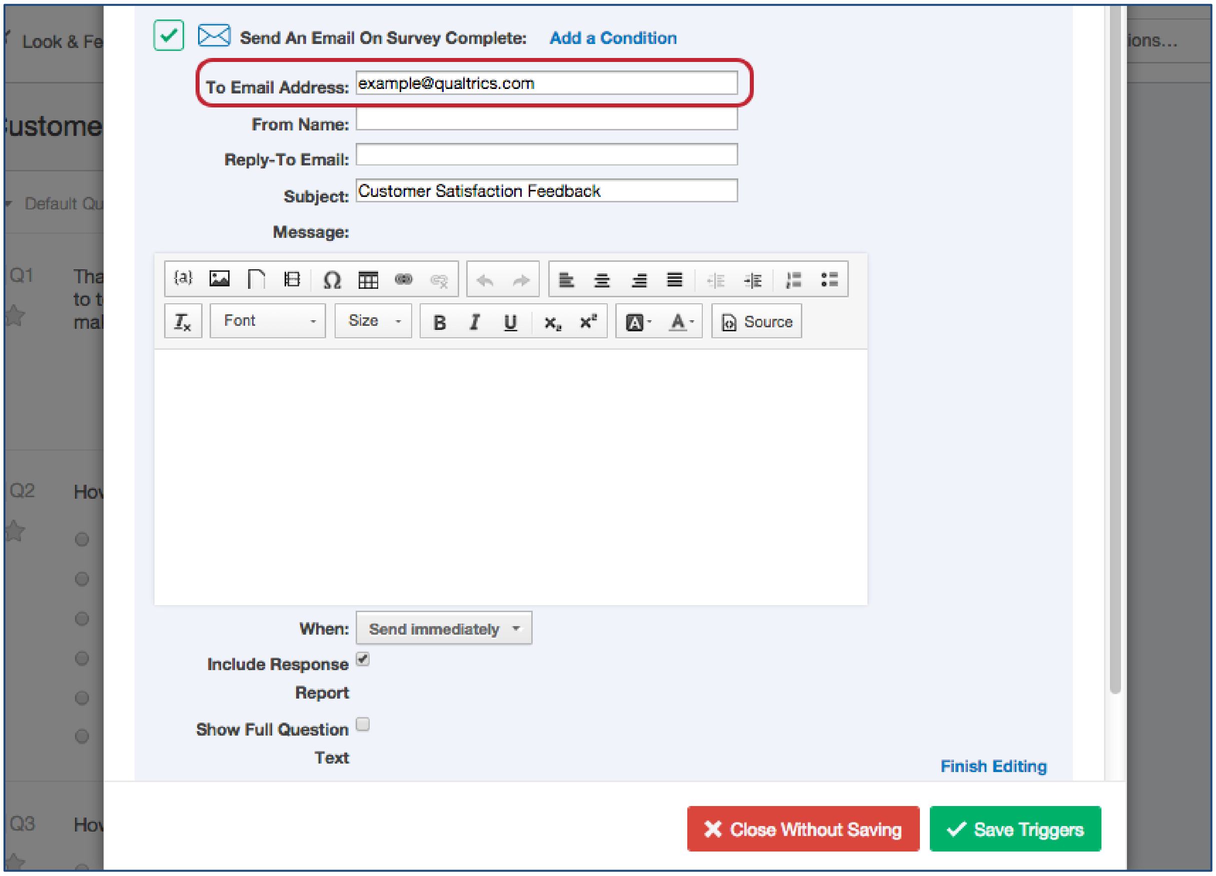


3. Click Add a Condition to set the trigger to send when the survey is completed AND a specified condition is met (if you choose not to add a condition, the Email Trigger will be sent any time a respondent completes the survey).



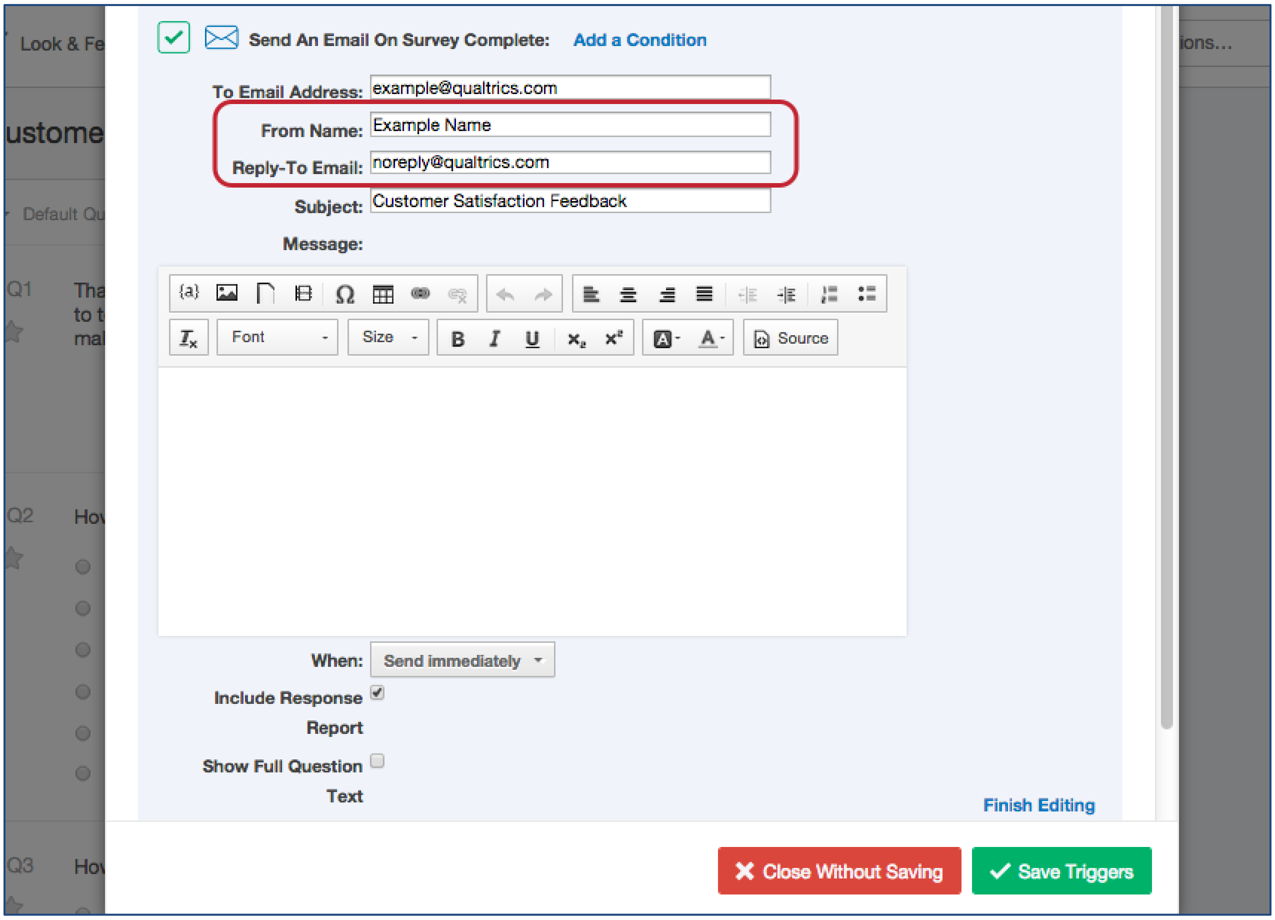
*Note: A partial complete will only cause an Email Trigger to send an email if the trigger has a condition that was met by the partial complete. Otherwise, partial completes will not cause an Email trigger to send an email when recorded.

4. Fill in the To Email Address form field with the recipient's email address if it is different from your default email.

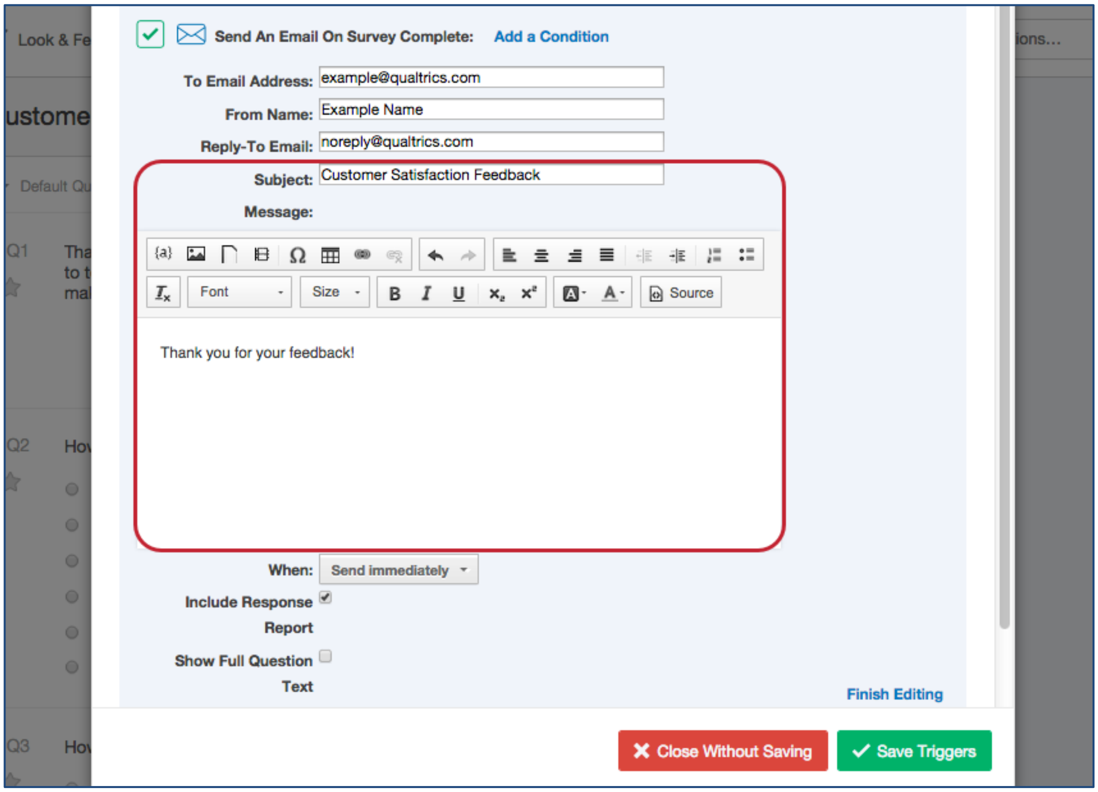


*Note: You can send the Email Trigger to multiple individuals at once by adding comma-separated emails in this field. See the [Triggering Email to Respondents] section below for more options and information.

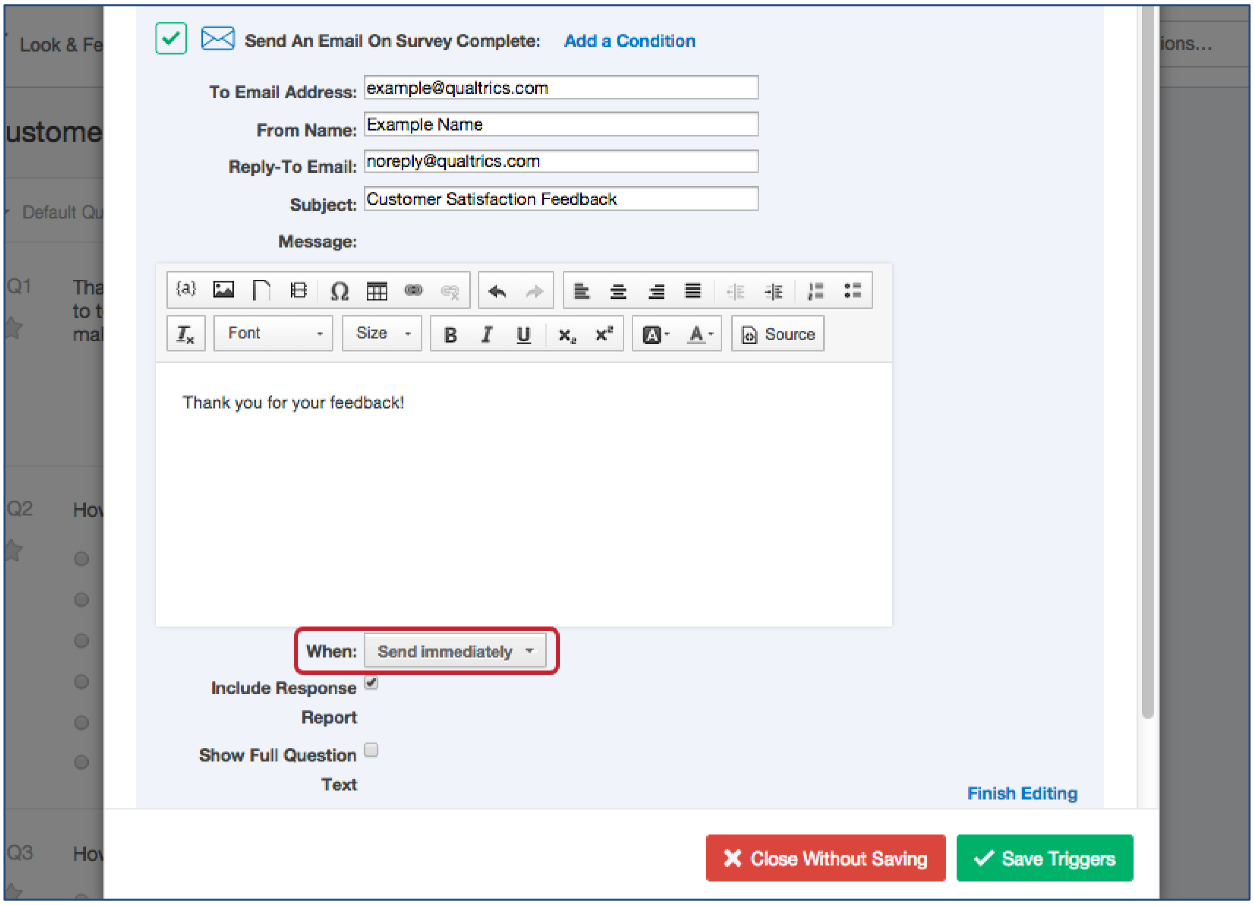
5. Fill in the From Name and Reply-To Email form fields (if you leave the Reply-To-Email blank, the default trigger@qemailserver.com will be used).



6. Type a Subject and a Message for your trigger. Use the Rich Content Editor features to customize your message

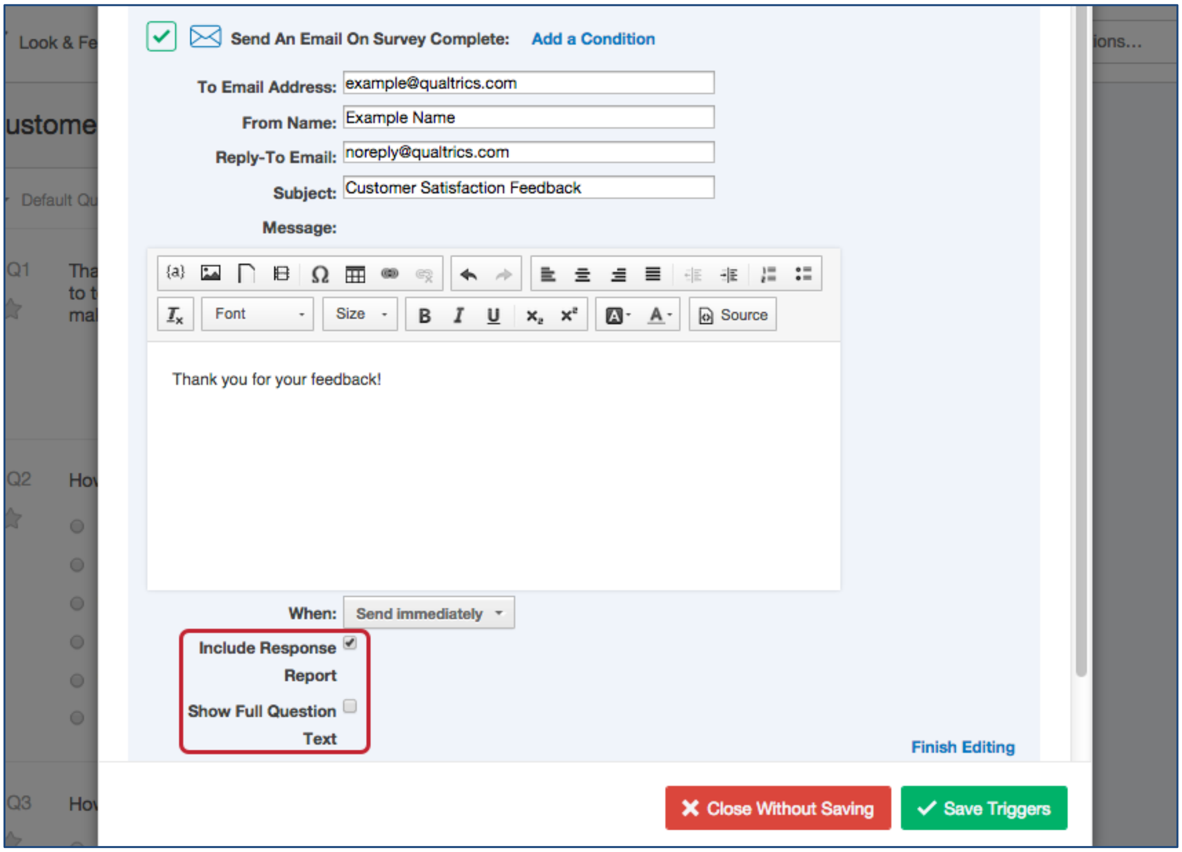


7. Select the When dropdown menu to choose how long of a delay should be applied to the trigger (by default, it will send immediately after a respondent finishes the survey, but you can choose different delay times from as short as one hour to as long as 28 days).
8.



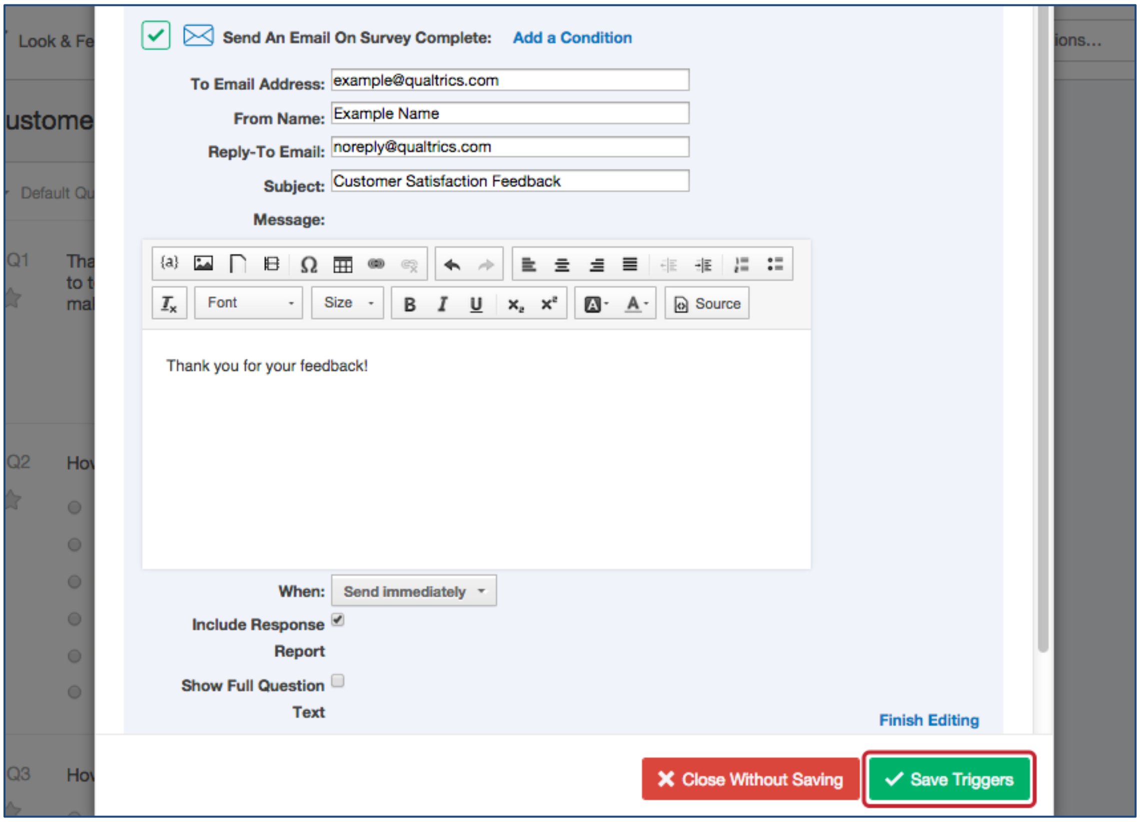
*Note: Because of the nature of how emails are triggered, it is not possible to specify the exact time and date that the email will send (since the specified date may already have passed by the time the respondent finishes their survey).

9. Decide if Include Response Report and Show Full Question Text are appropriate for this e-mail.



*Note: Include Response Report adds a summary of the questions and respondent's answers to the body of the email (as well as includes a link to an online version). Show Full Question Text displays the entire text for each question in the response report instead of clipping longer text.

10. Click Save Triggers to save and return to the Survey tab.



*Note: Remove an Email Trigger by clicking Finish Editing and then delete.

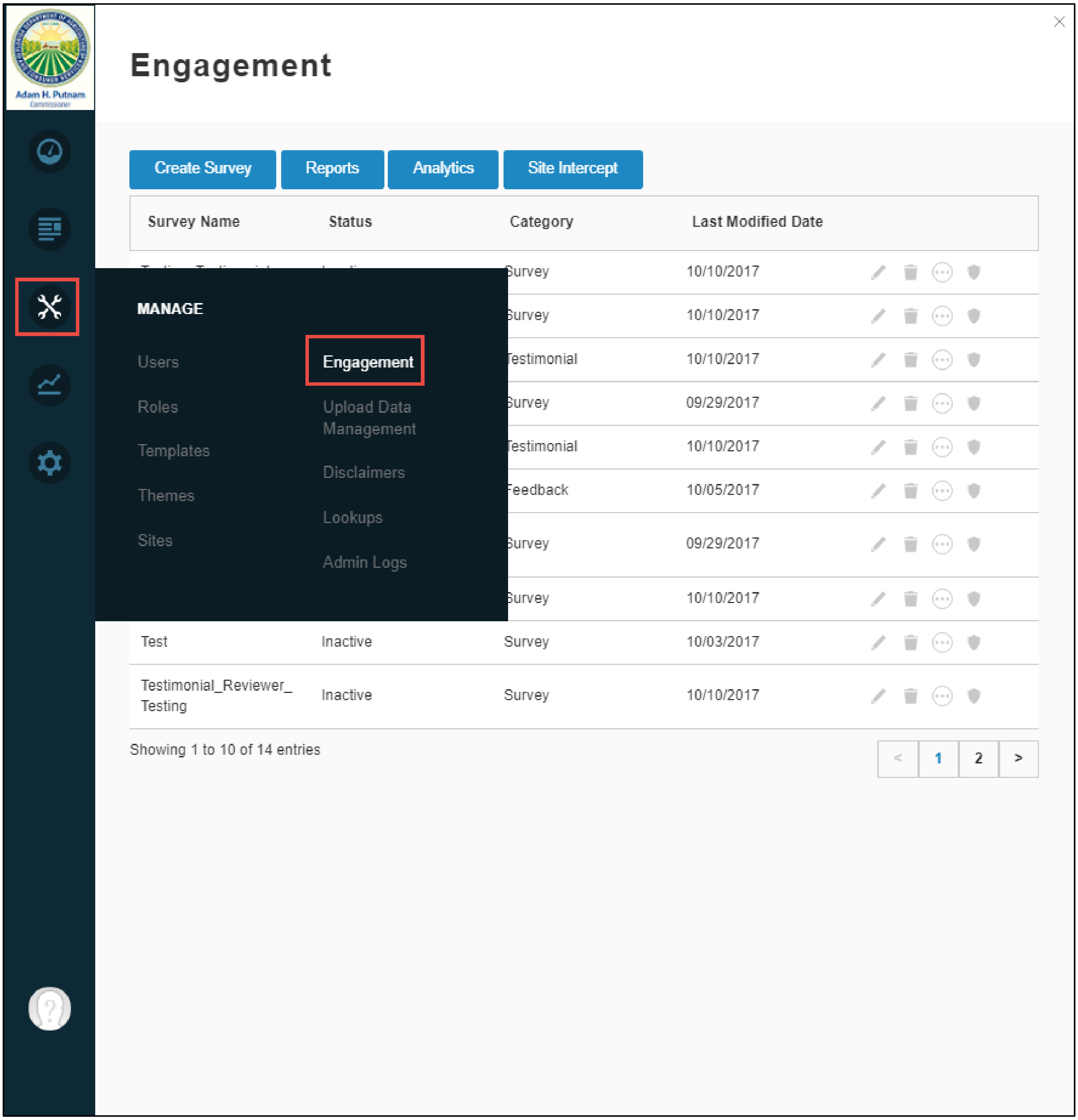
You can add as many Email Triggers as you want, ch

6.2.1.6 Survey List

To view a list of available surveys, select “Surveys” under “Engagement” on the main top menu of the home page or click the “Continue” button for Surveys in the Engagement section of the Homepage. The system will display a pop up window with a table list of available surveys.

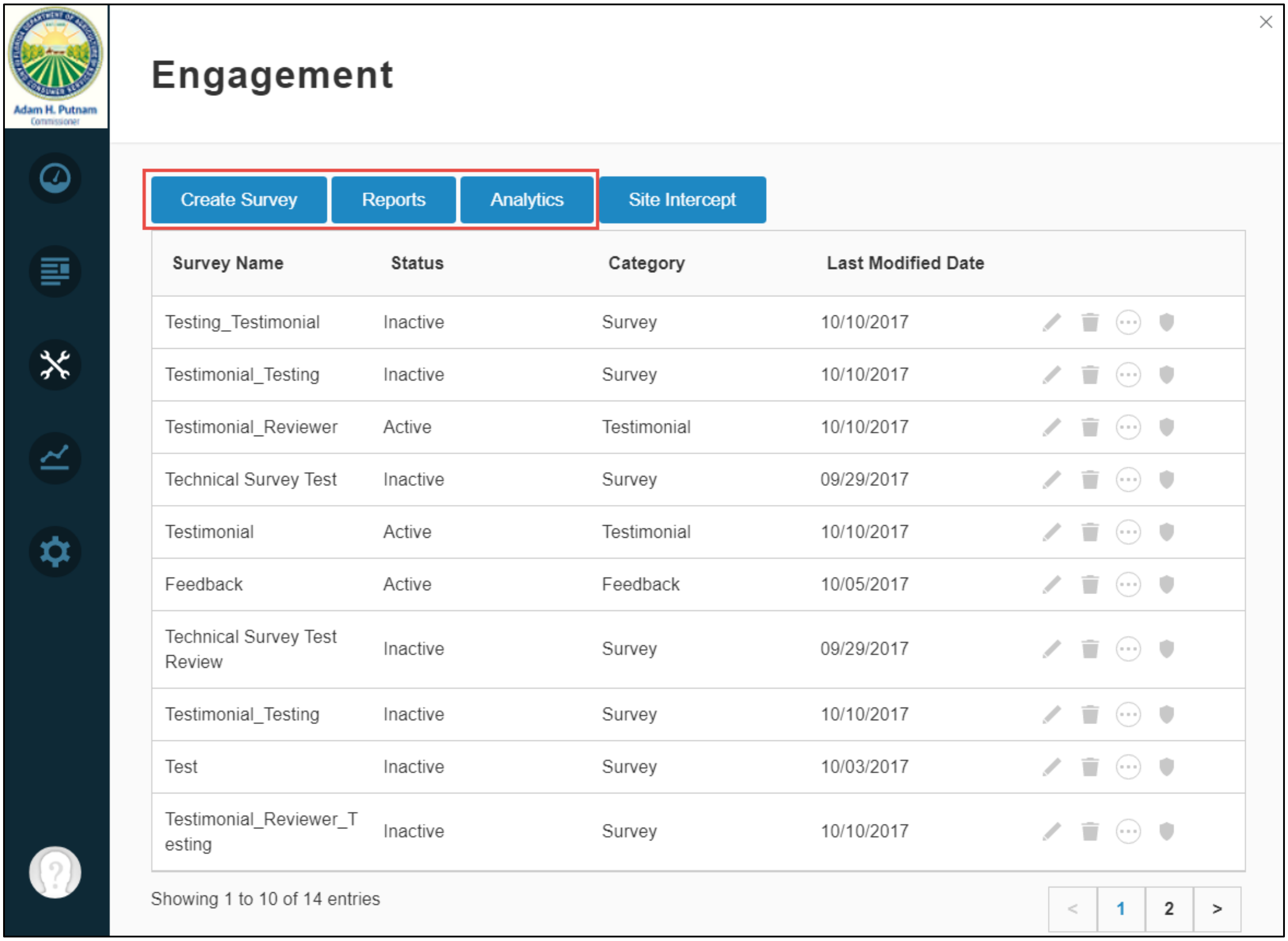
6.3 Engagement Administration

To navigate to Engagement, login to the application with an admin account. Next, click the “Manage” icon from the admin menu located on the left side of the screen and click “Engagement”.



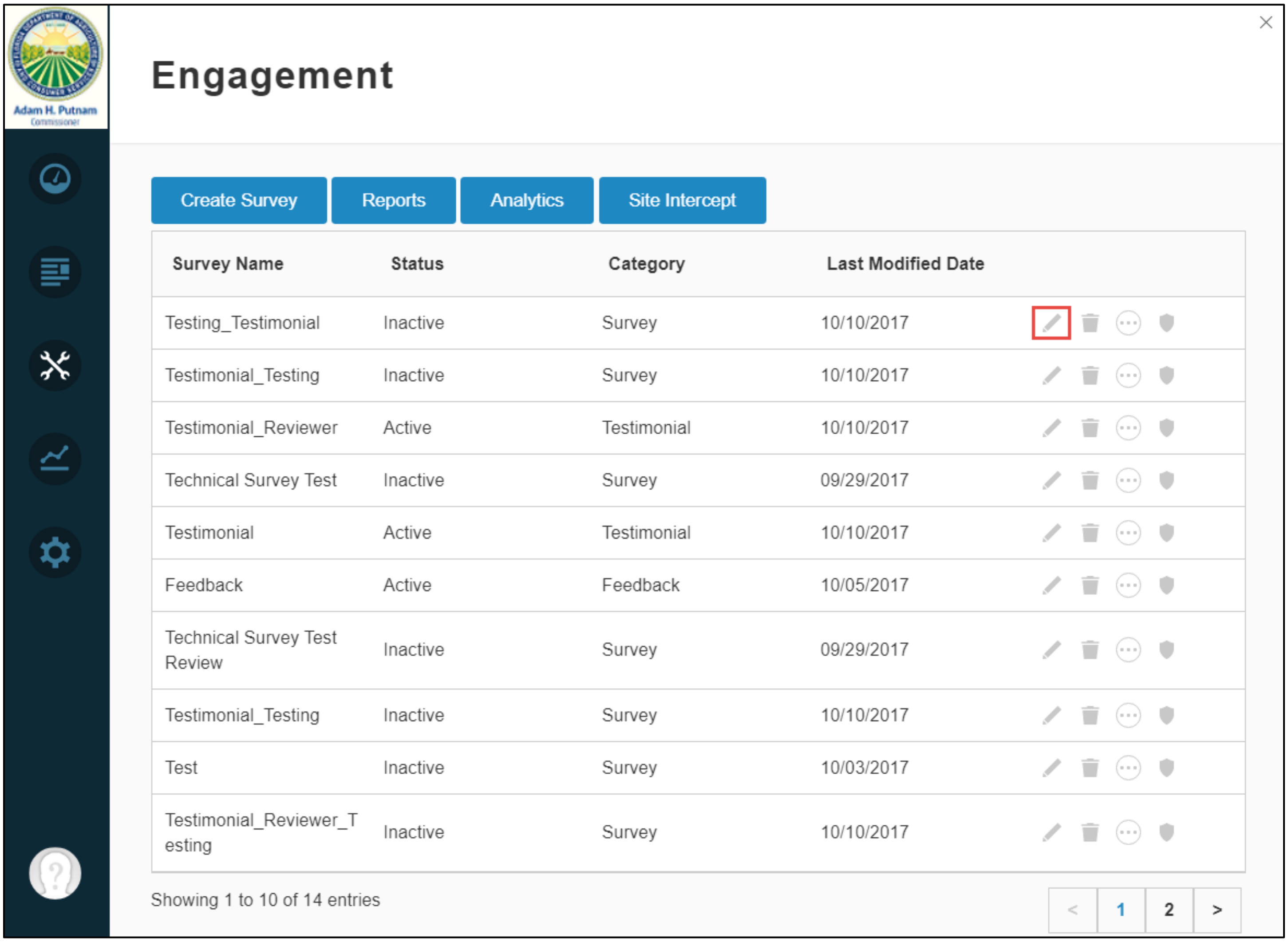
6.3.1 Create Survey/View Report/View Analytics

To create surveys, view Engagement Reports and/or view Engagement analytics click the provided buttons to be redirected to the Qualtrics site to perform any of these functions. Further Instructions for these activities are located in the Operations Manual.

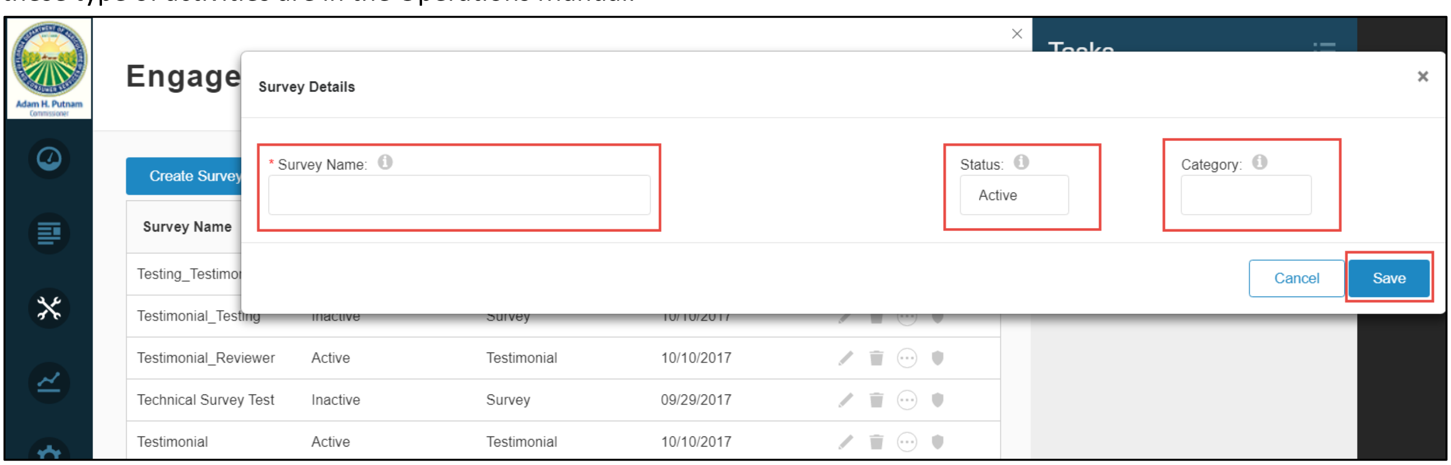


6.3.2 Edit Survey

The Survey name, status and category are the three fields that can be edited for a survey. To edit these fields, click the “Edit” icon for the Survey that needs to be updated.

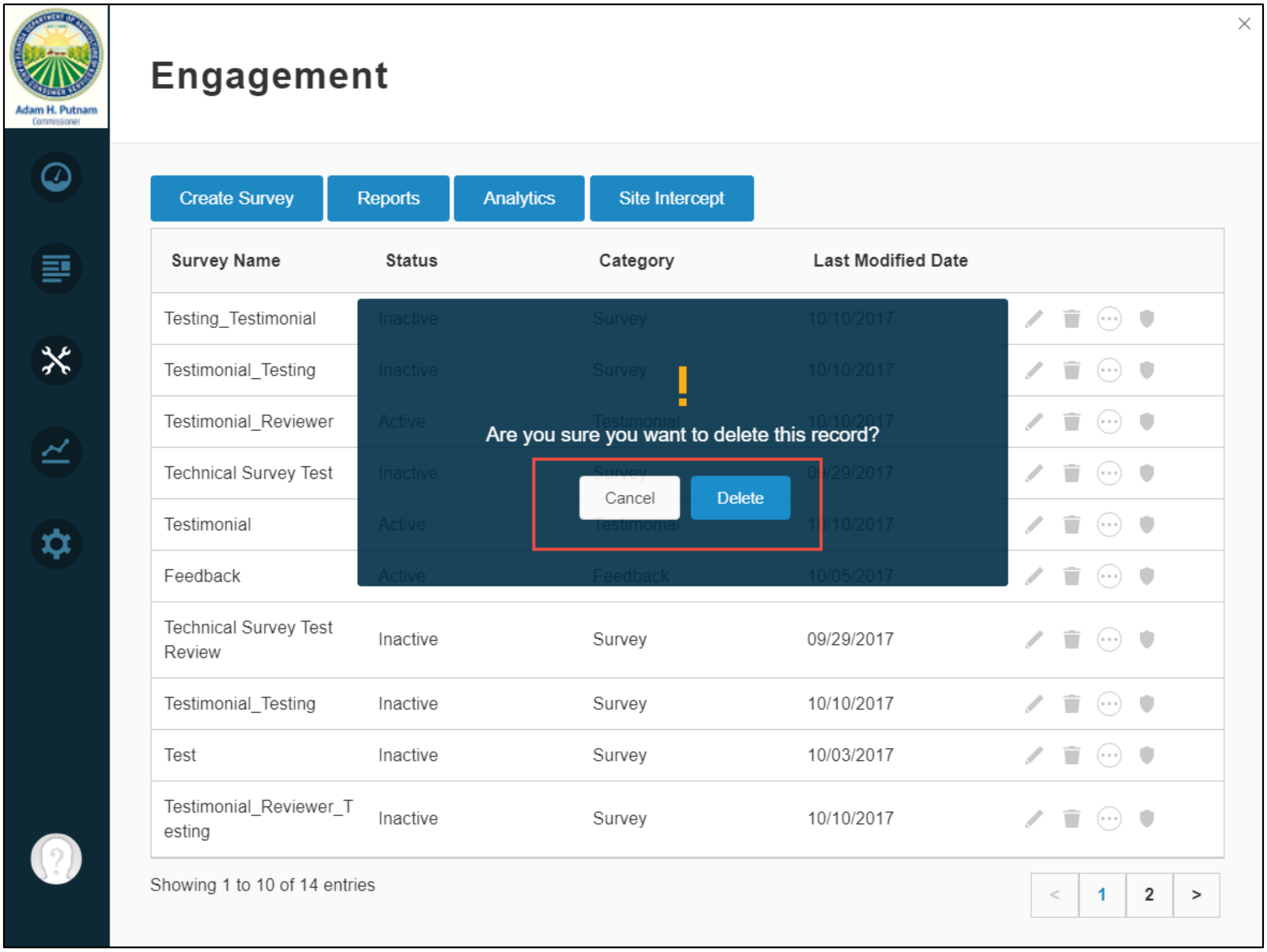


Next, make any necessary changes and click the “Save” button. If no changes are needed, click the “Cancel” button. To edit the survey questions or survey format the admin will be required logging into Qualtrics. Further instructions for these type of activities are in the Operations Manual.



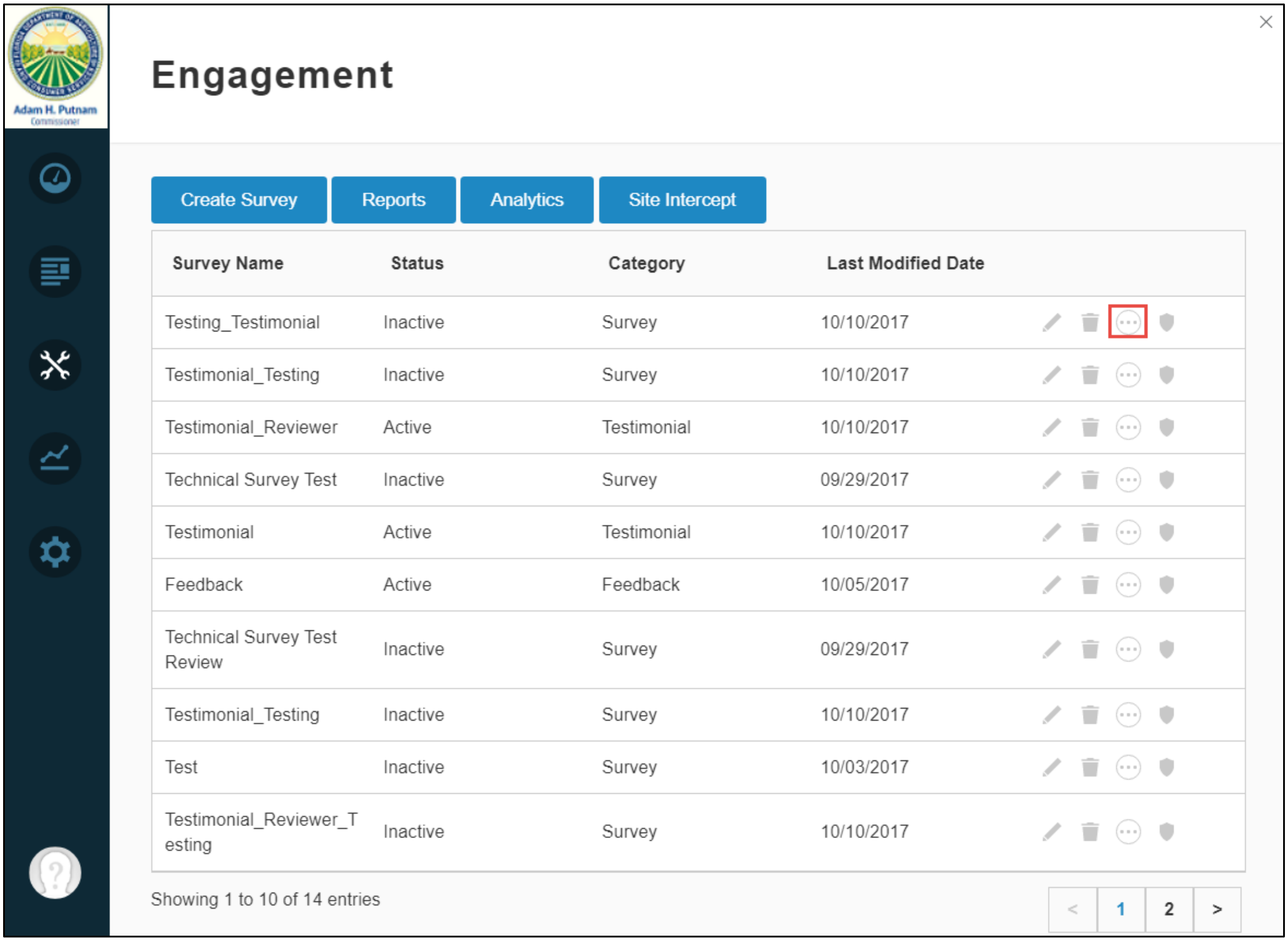
6.3.3 Delete Survey

To delete a survey, click the “Delete” button for the survey that needs to be deleted. A confirmation message will pop up asking if the user is sure that they want the record deleted. To continue with the deletion of the survey, click “Delete”. If the user would like to abort the deletion, click “Cancel”.



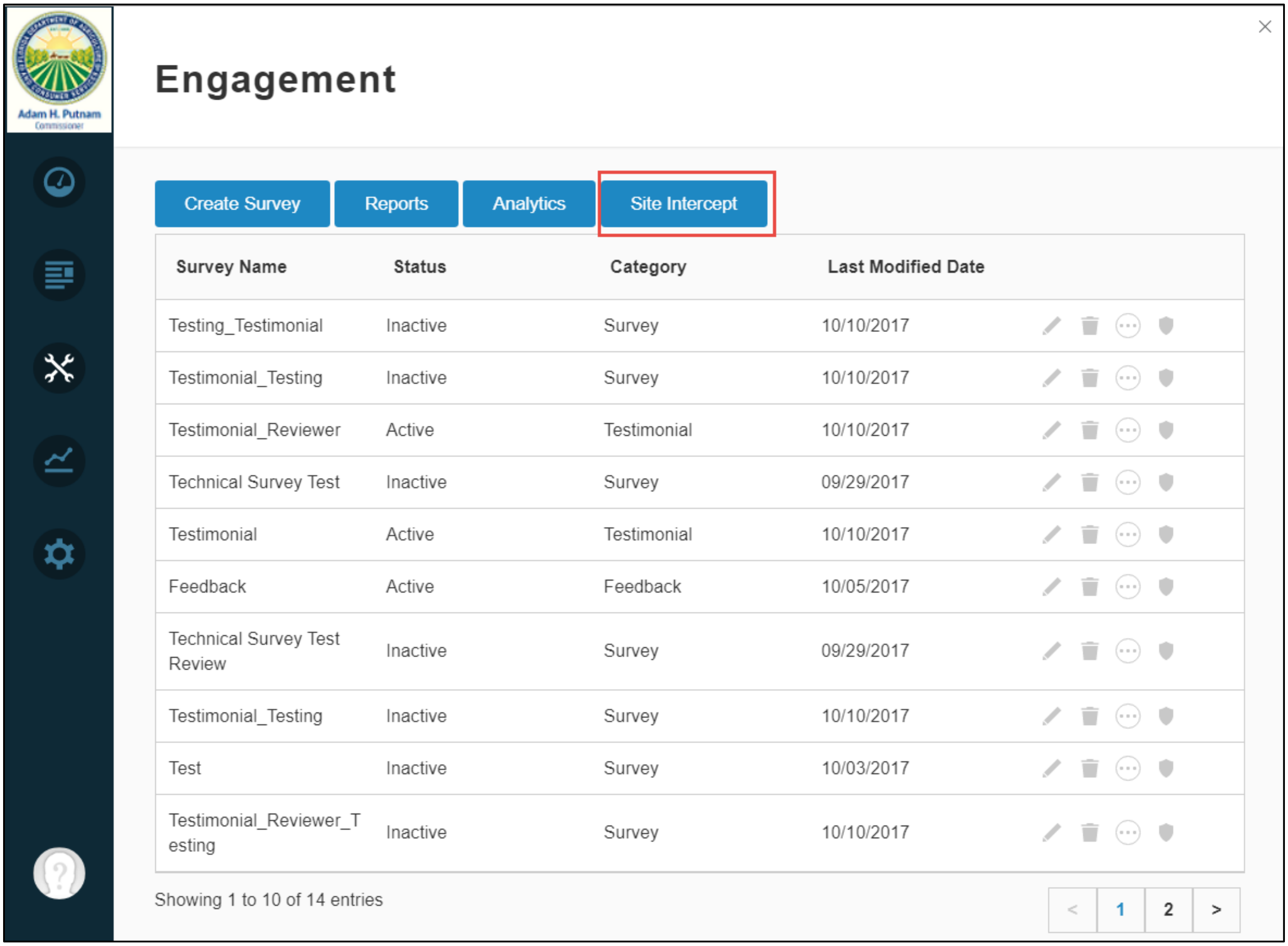
6.3.4 Responses

To view responses to a survey click the “Responses” icon.


Adam H. Putnam
Commissioner
Engagement
Create Survey
Reports
Analytics
Site Intercept
Survey Name | Status | Category | Last Modified Date
Testing_Testimonial | Inactive | Survey | 10/10/2017
Testimonial_Testing | Inactive | Survey | 10/10/2017
Testimonial_Reviewer | Active | Testimonial | 10/10/2017
Technical Survey Test | Inactive | Survey | 09/29/2017
Testimonial | Active | Testimonial | 10/10/2017
Feedback | Active | Feedback | 10/05/2017
Technical Survey Test Review | Inactive | Survey | 09/29/2017
Testimonial_Testing | Inactive | Survey | 10/10/2017
Test | Inactive | Survey | 10/03/2017
Testimonial_Reviewer_Testing | Inactive | Survey | 10/10/2017
Showing 1 to 10 of 14 entries
< 1 2 >

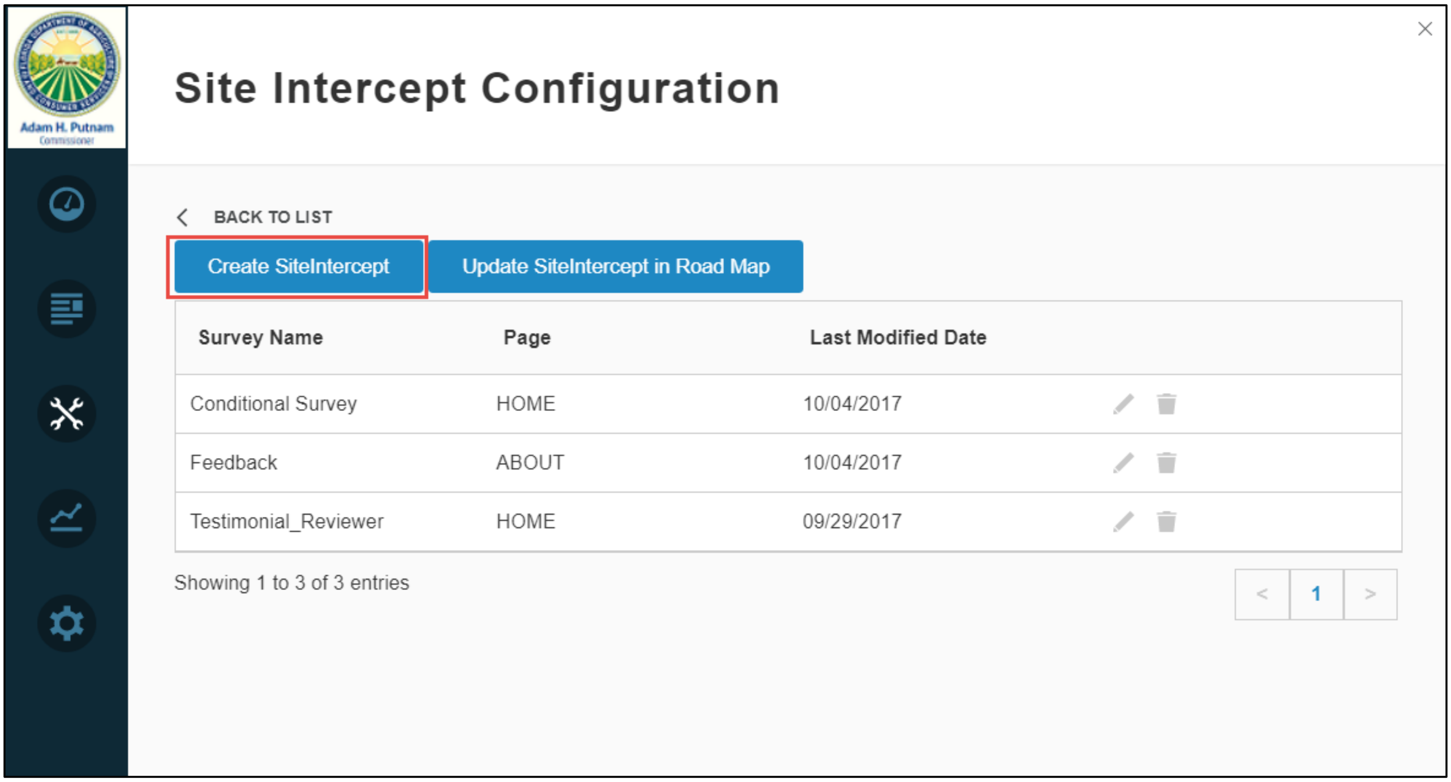
6.3.5 Site Intercept

To see the list of Site Intercept Configurations, click the “Site Intercept” button.



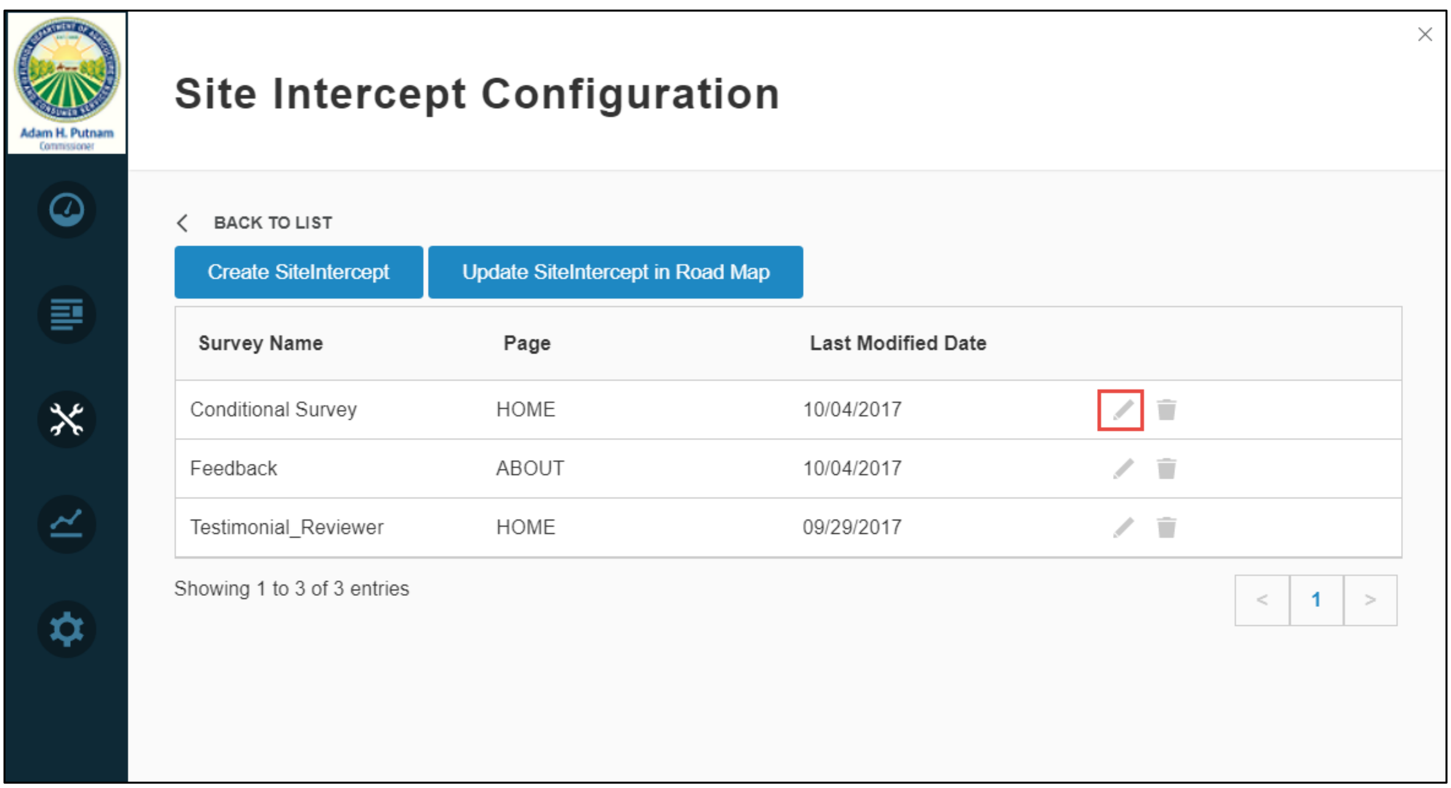
6.3.6 Create Site Intercept

To create a Site Intercept, click the “Create Site Intercept” button. The use will be redirected to the Qualtrics and will need to login to create a Site Intercept. Further information regarding this process is located in the Operations Manual.

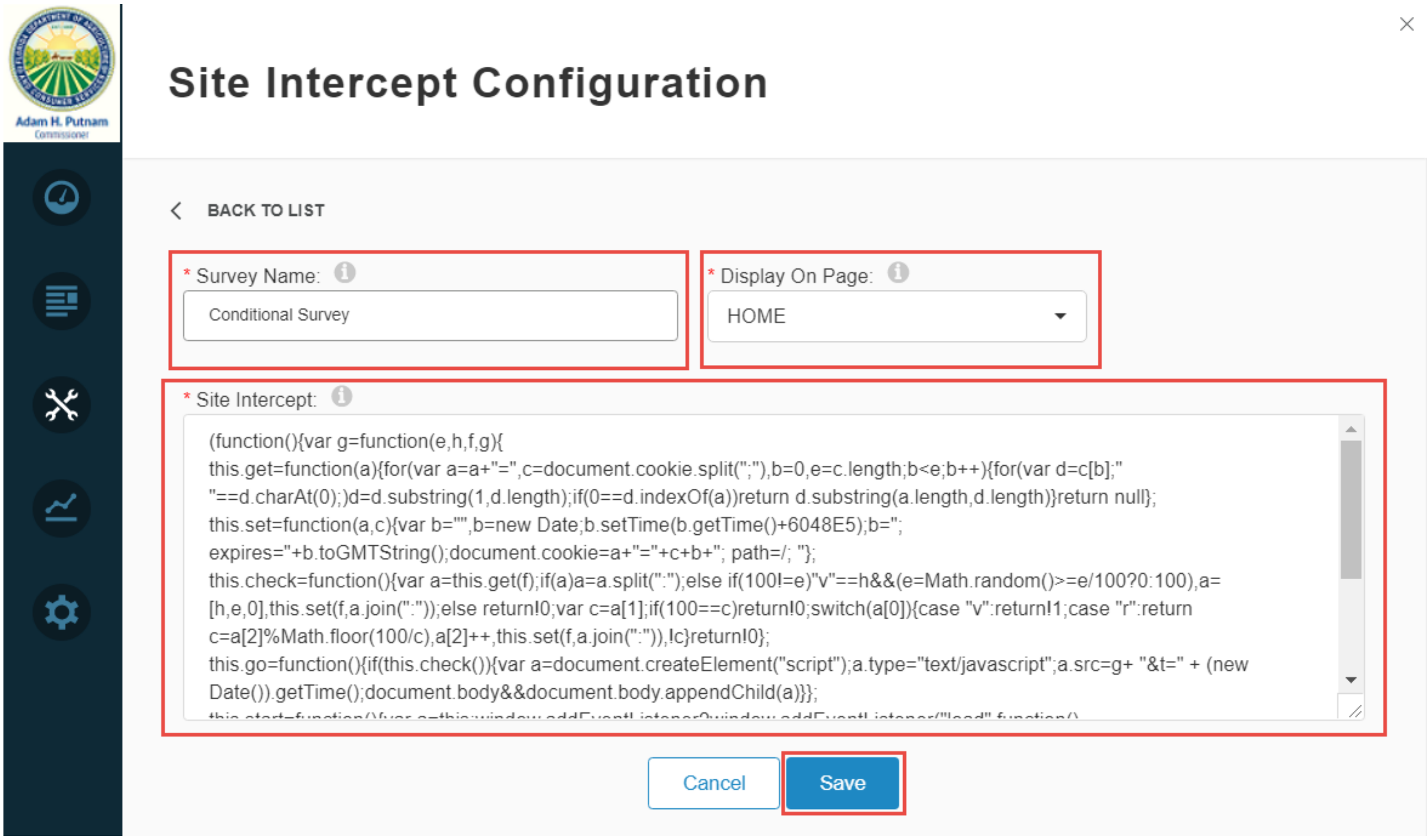


6.3.7 Edit Site Intercept

To edit a Site Intercept, click the “Edit” button.

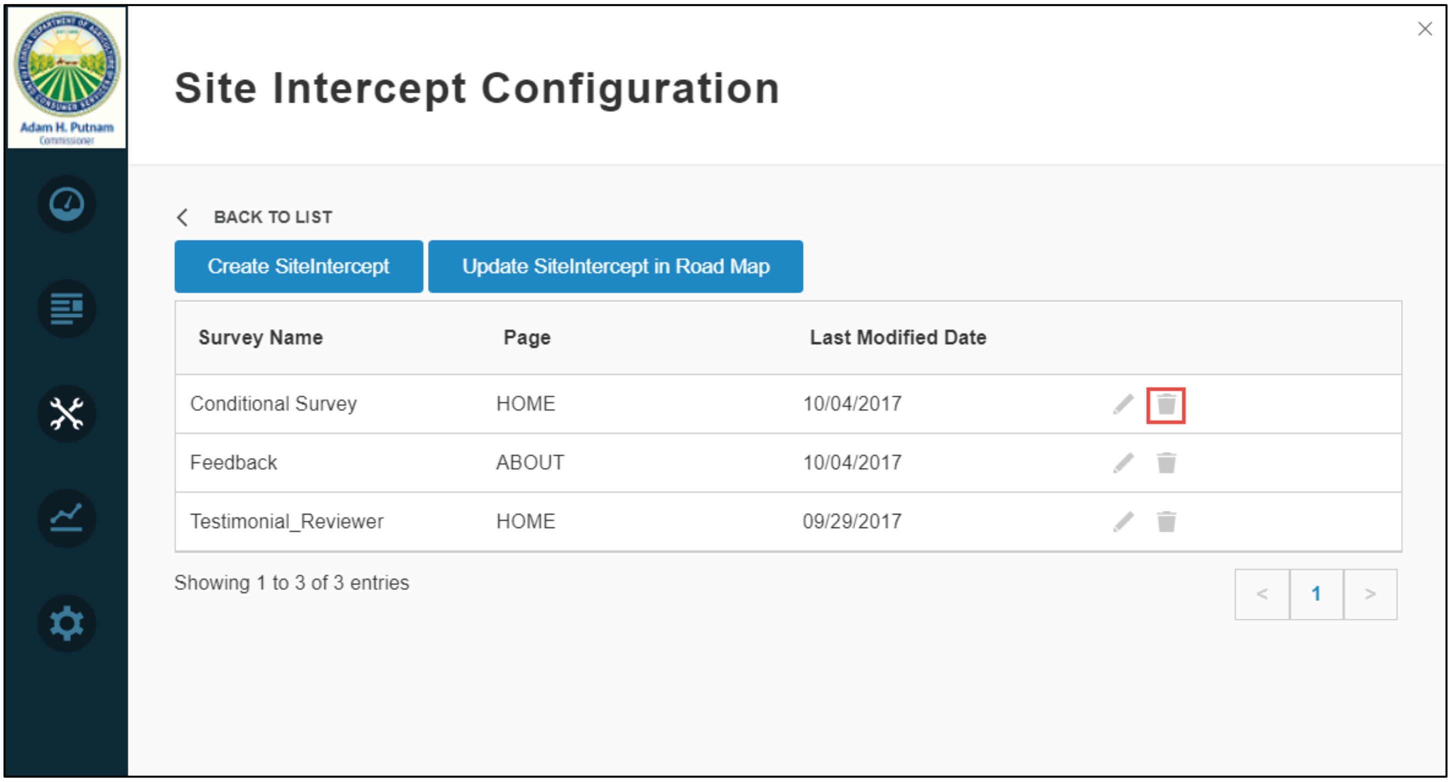


The Survey Name, the page that the survey is to be displayed on and the site intercept code can be edited. Once the edits have been made, click the “Save” button.

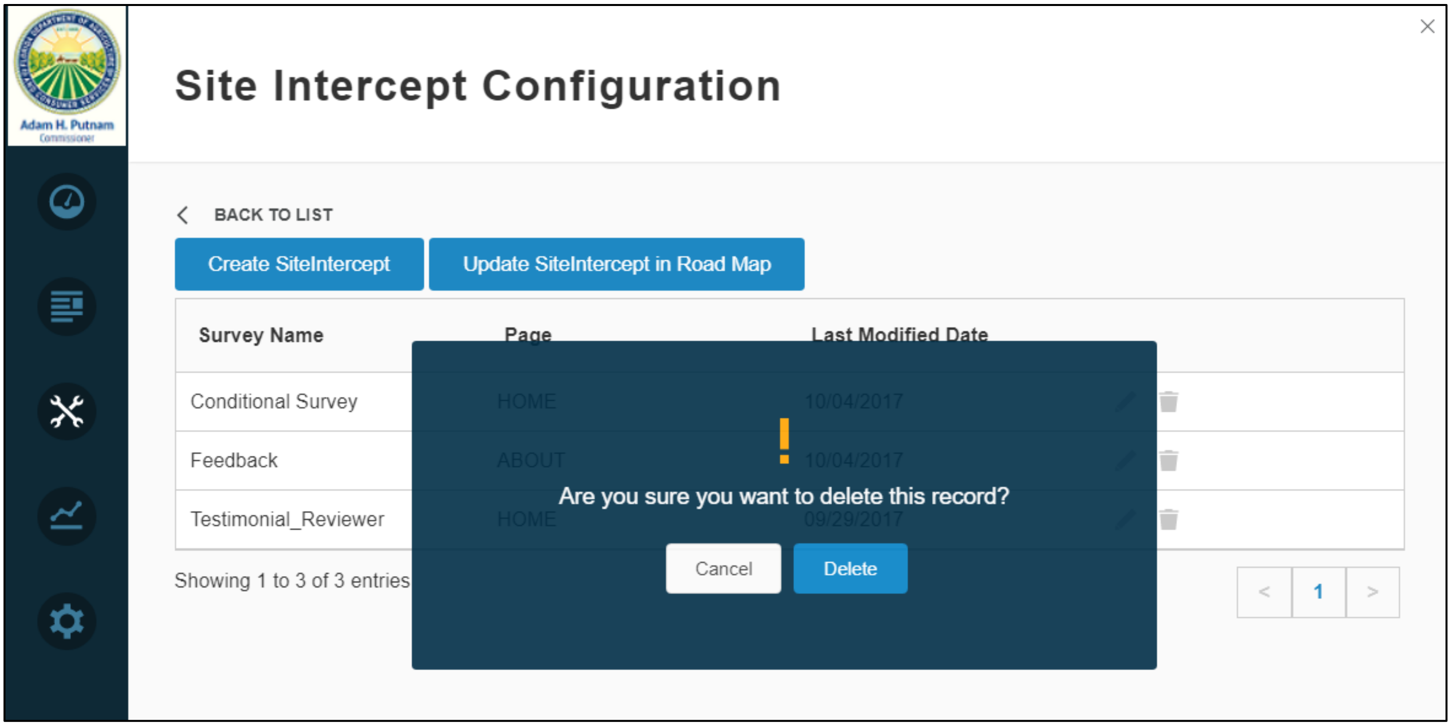


6.3.8 Delete Site Intercept

To delete a Site Intercept, click the delete button for the Site Intercept to be deleted.



A confirmation message will ask the user to confirm the deletion of the selected site intercept. Click the “Delete” button to remove the selected site intercept.

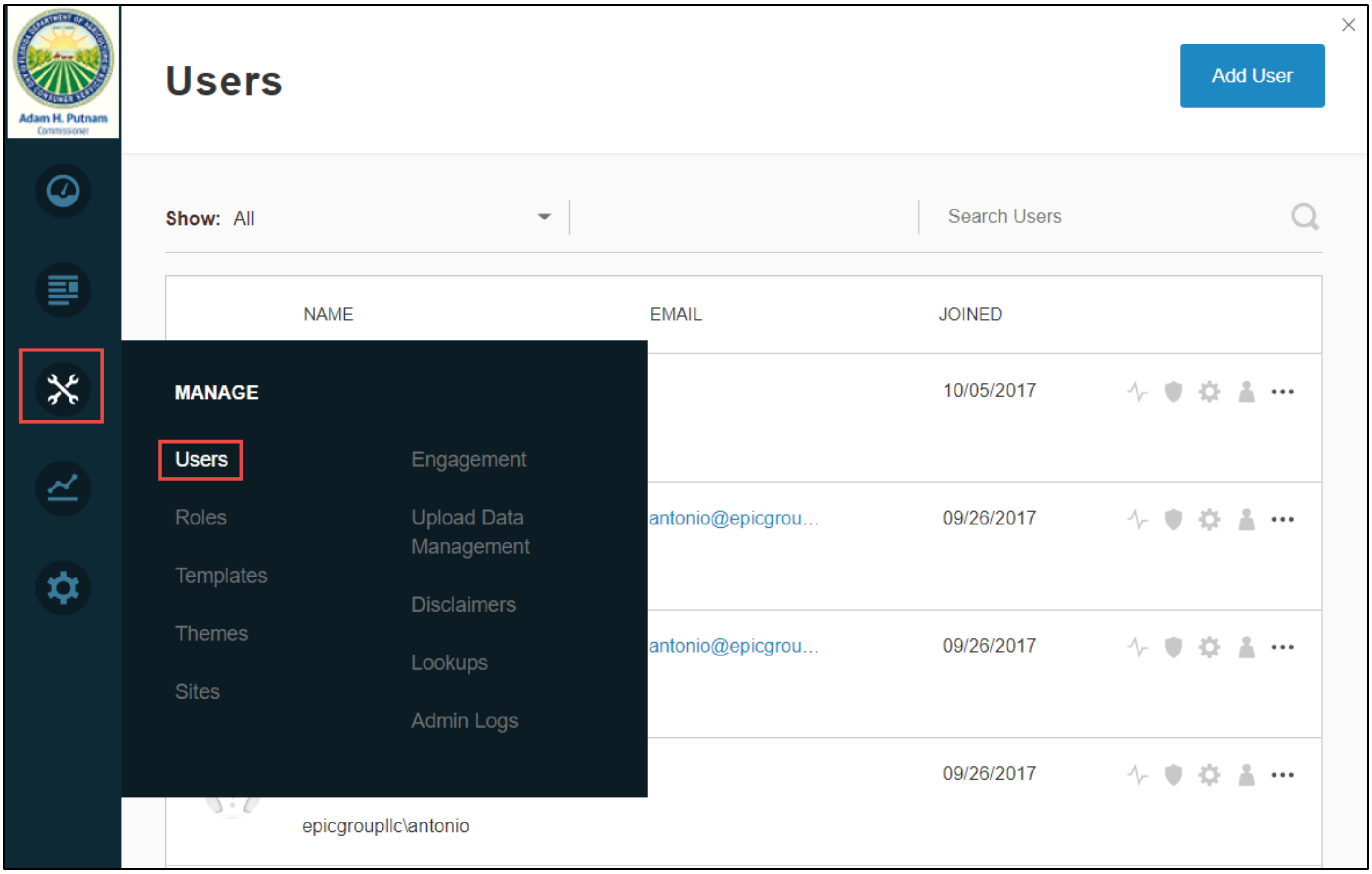


7 Administration

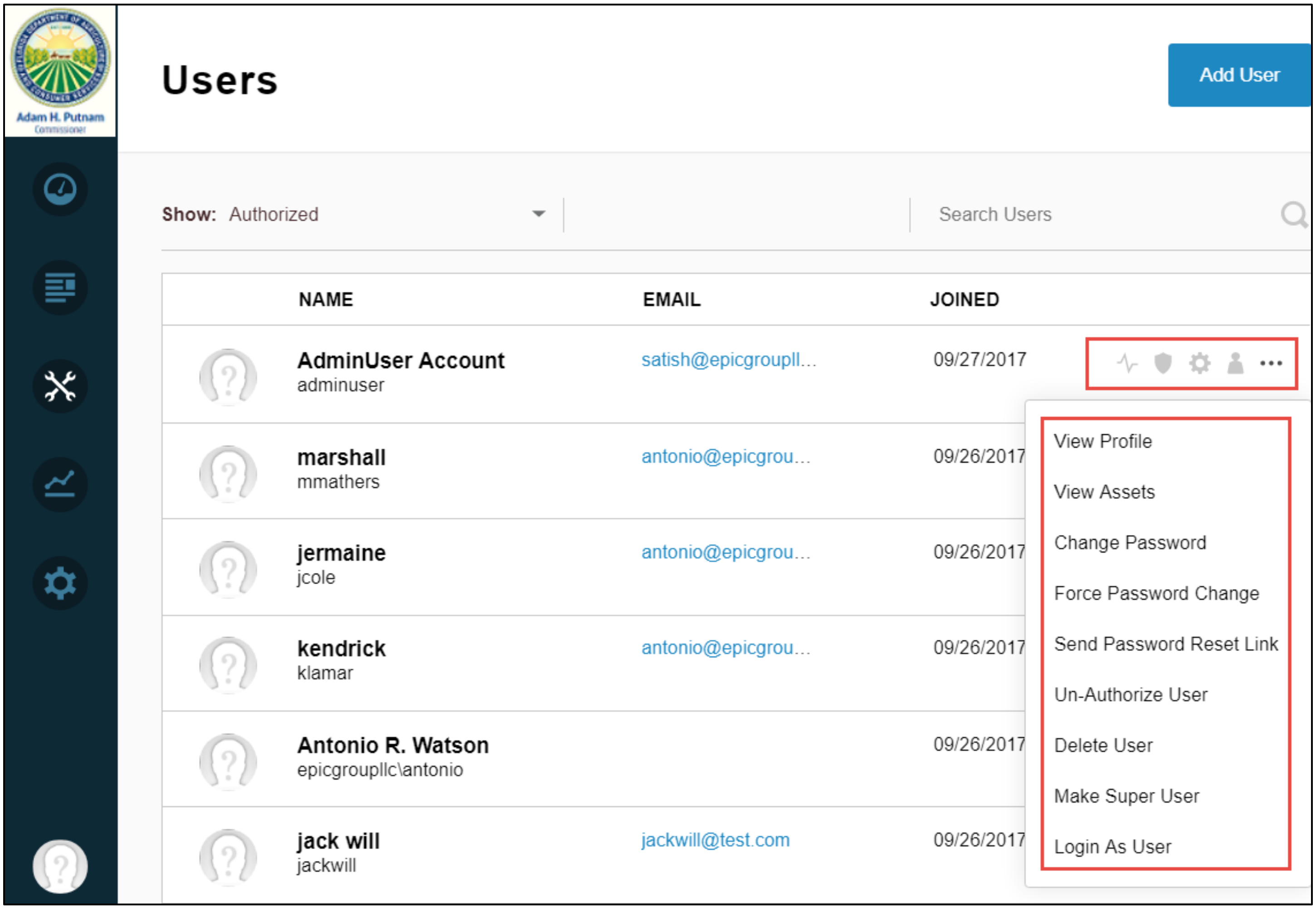
7.1 Manage Users

7.1.1 View Users

To view the Users List, login with an administrator account. Next, click the “Manage” icon on the admin menu on the left side of the screen. The system will display the list of users.

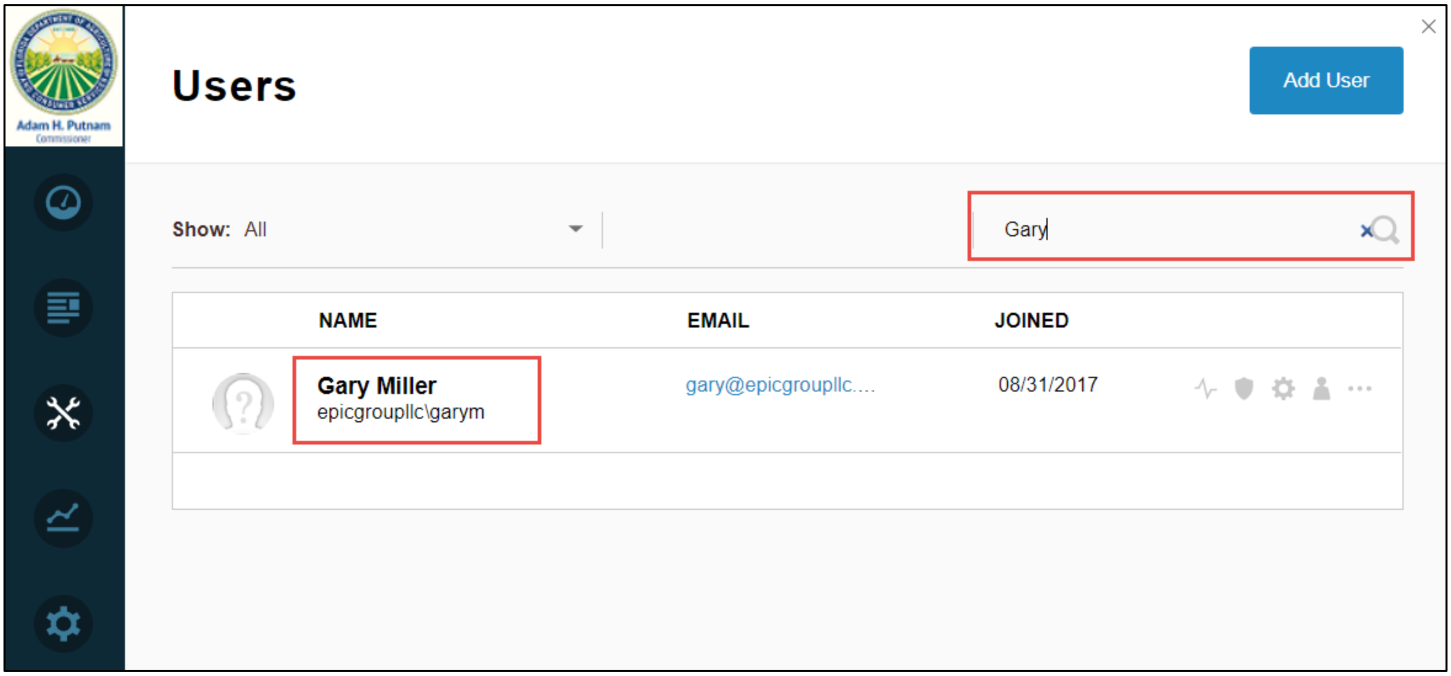


There are multiple options that can be managed for each user from the user list. These options are View User Activity, View User Roles, View User Account Settings, View Profile, View Assets, Change Password, Send Password Reset Link, Authorize/Un-Authorize User, Delete User, Make Super User and Login as User.



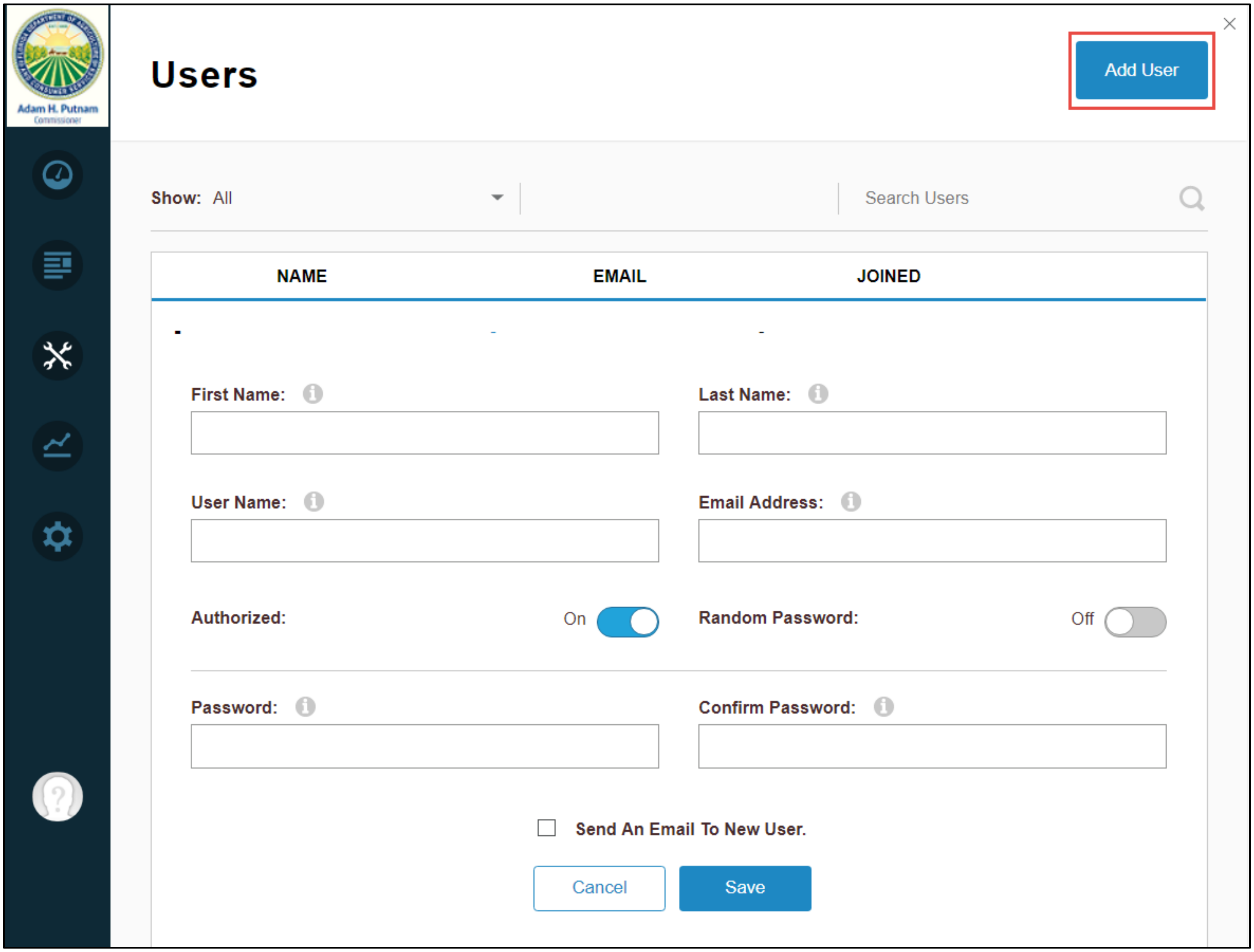
7.1.2 Search Users

To search the Users List, start typing into the search box and the system will return matching results.

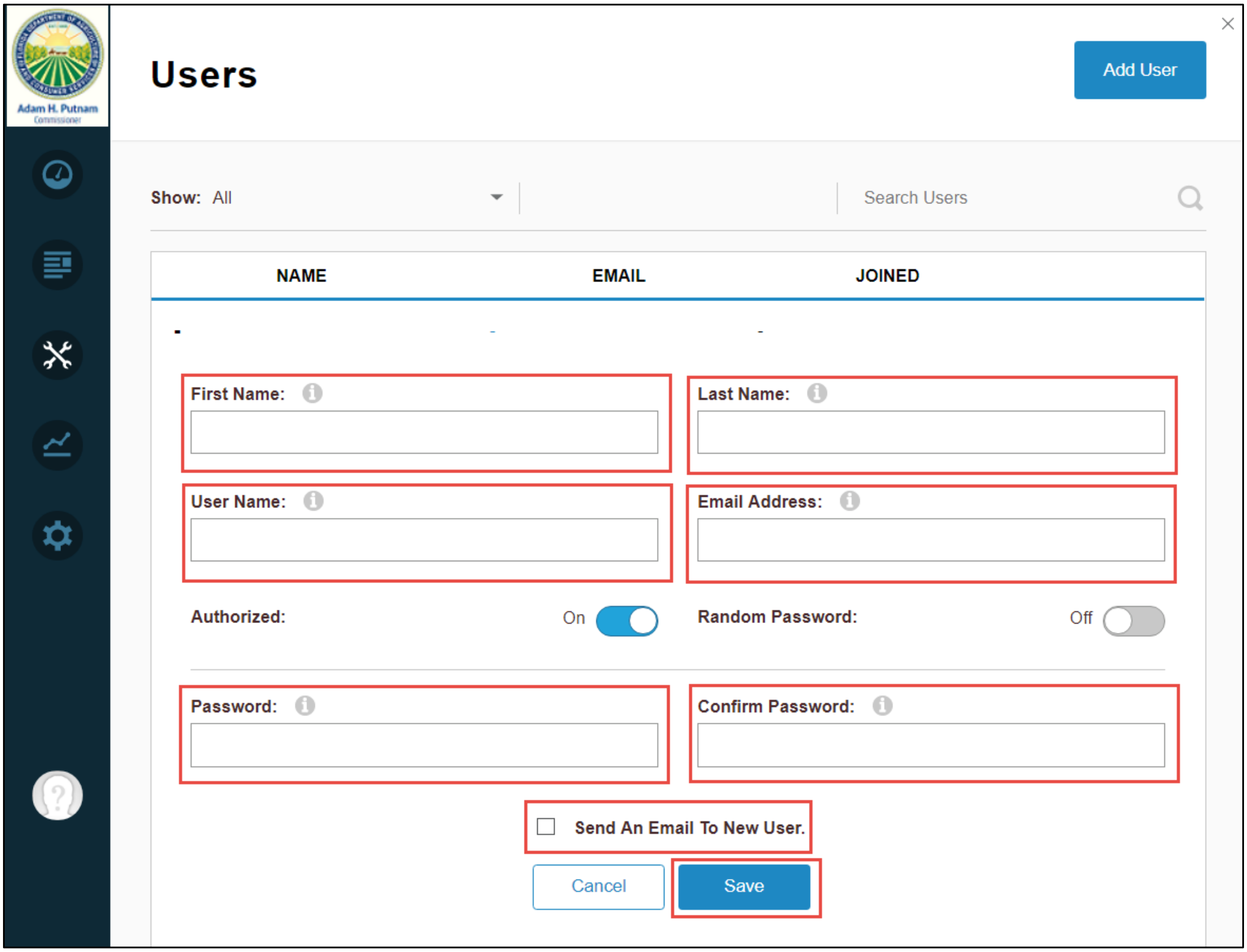


7.1.3 Add Users

To add a user, click the “Add User” button.

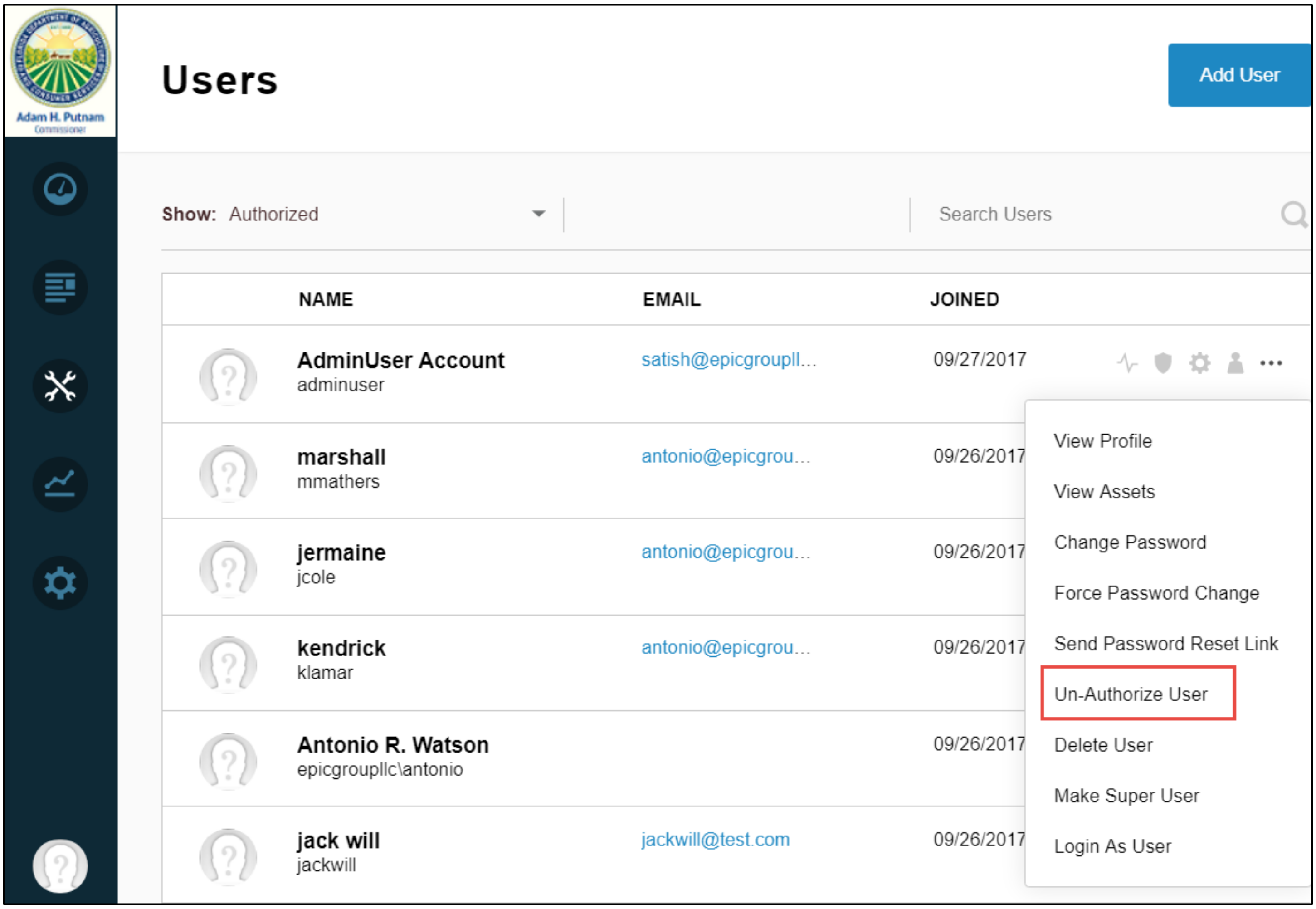


Next, Fill in the required information, select the user as “Authorized” and enter a password and confirm the password and then click the “Save” button.



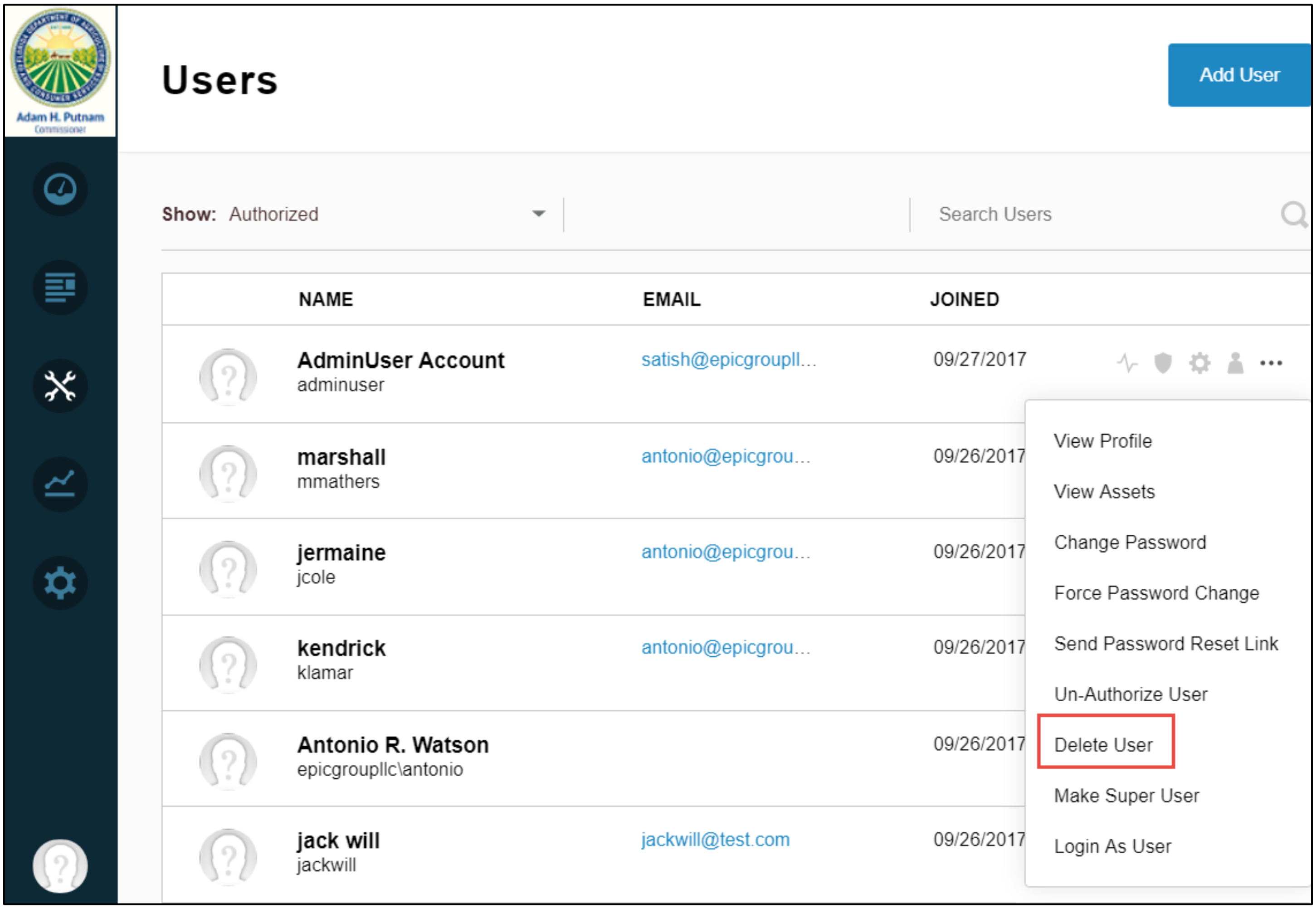
7.1.4 Un-Authorize Users

To shut down a user account click on the "…" menu icon for that user and click Un-Authorize User. The system will deactivate the user account.



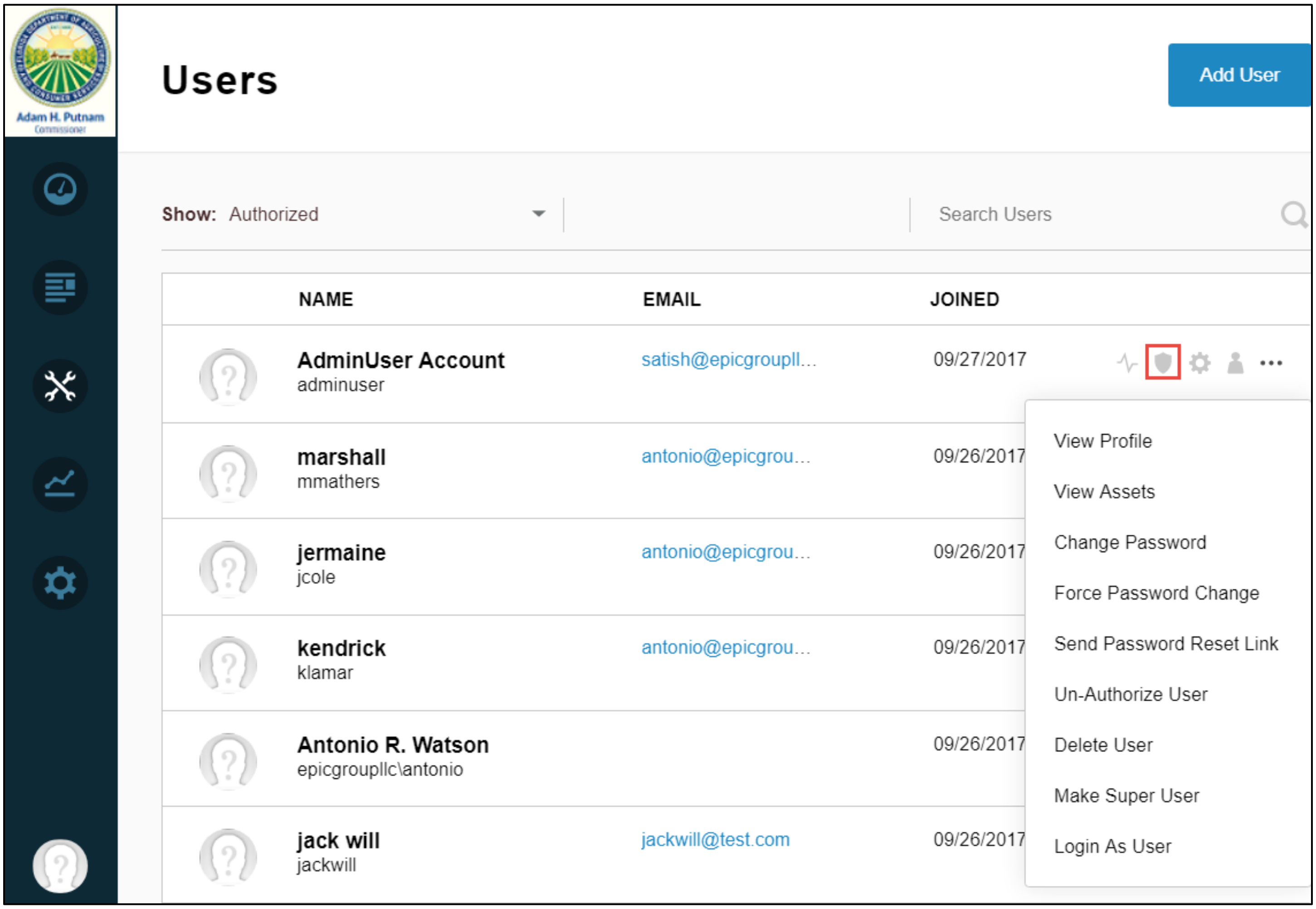
7.1.5 Delete Users

To delete a user account click on the "…" menu icon for that user and click the delete button. The system will ask for confirmation to delete the user. Click the "Ok" button to delete the user from the system.

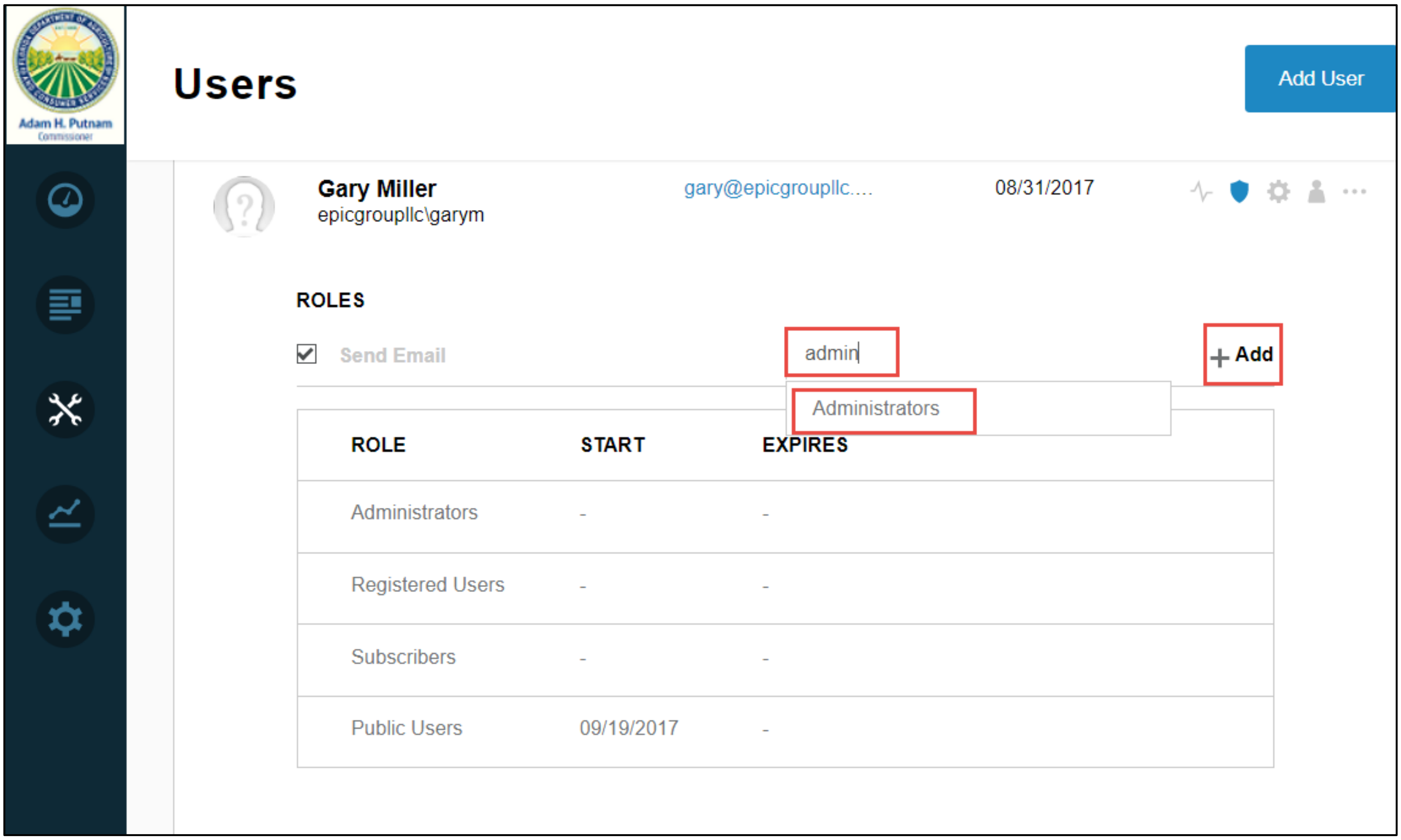


7.1.6 View User Roles

User Roles provides the admin the ability to view user roles or assign roles to the user. To view a user's role from the Users List, click the "Users Role" button for the user to be viewed.

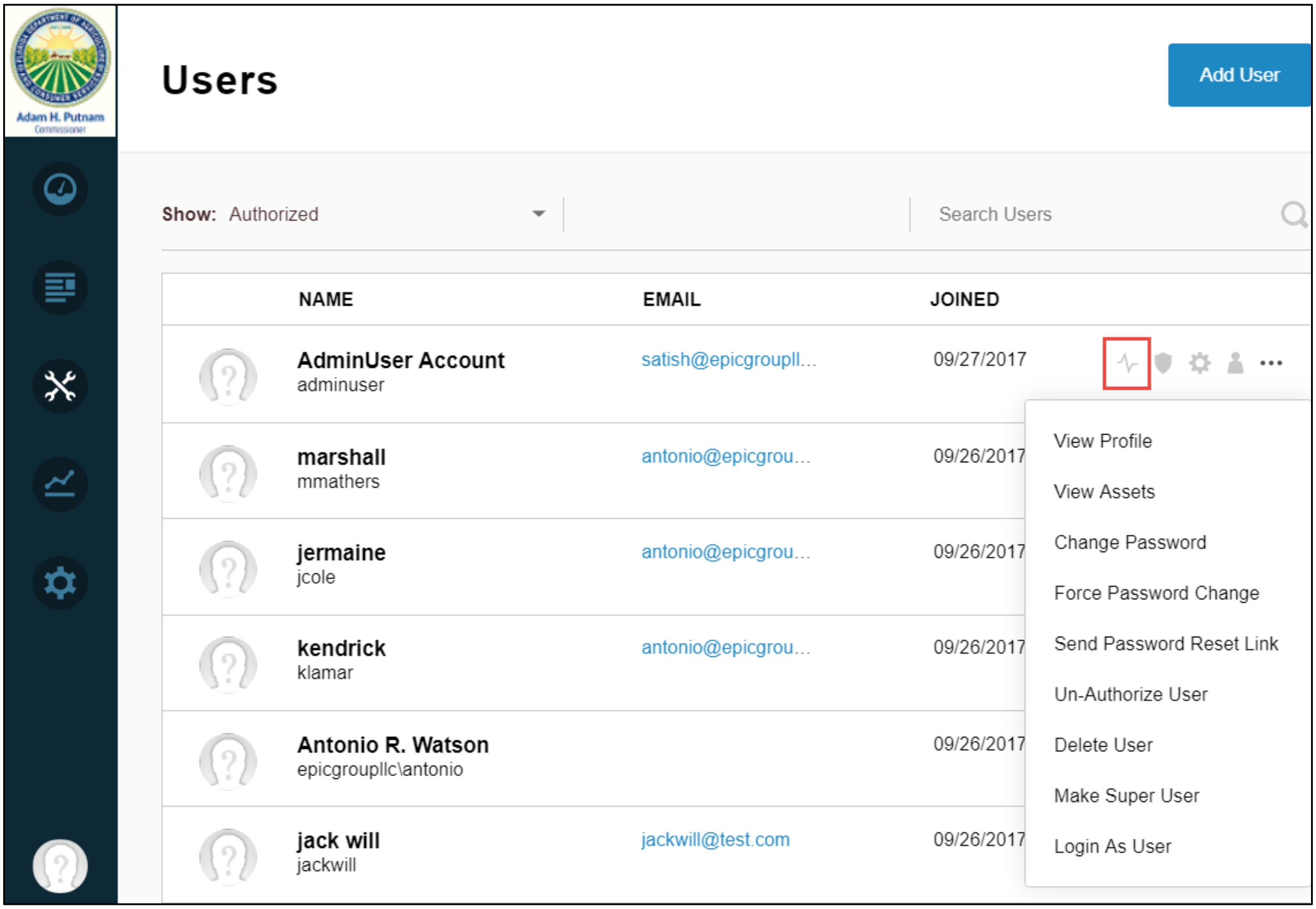


The system will display a list of the user's assigned roles. To add a role, start typing the name of the role and then click the role. Once the role is selected, click the "Add" button. The system will add the role to the user.



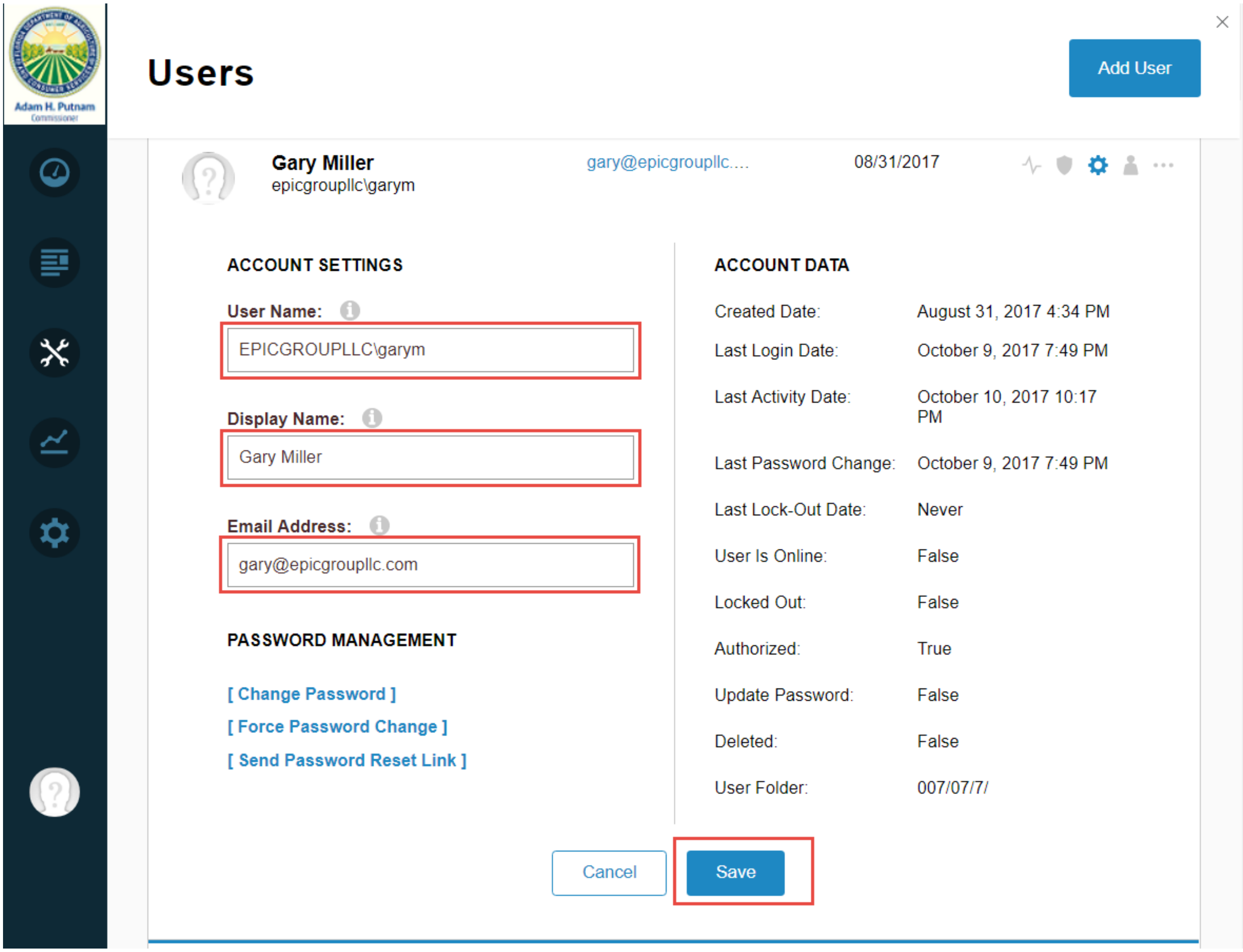
7.1.7 View User Activity

User activity allows the admin to view when the user was last active, joined the site, recent activity and when they joined.



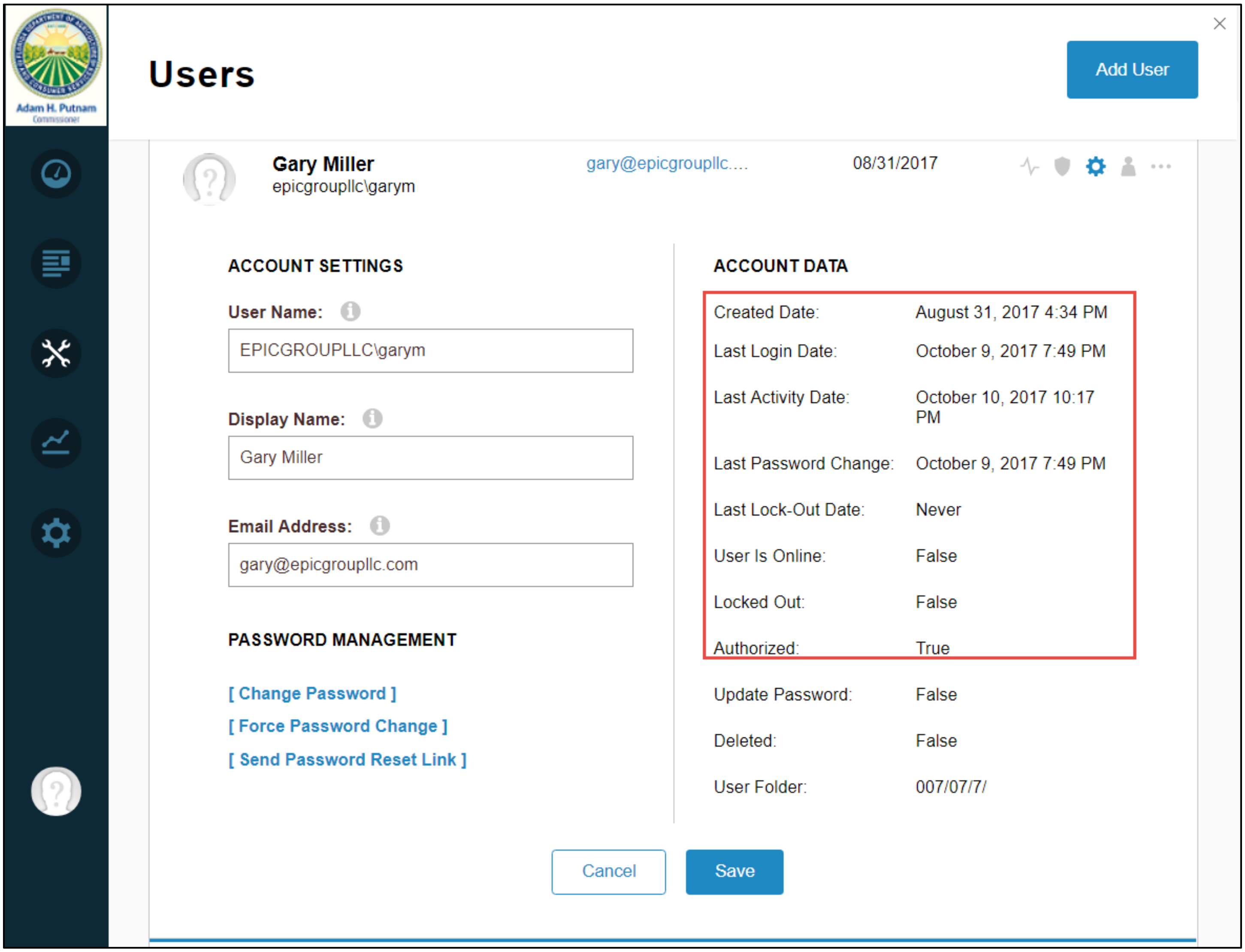
7.1.8 View User Account Settings

User Account Settings allow the admin to View/Edit user name, user display name and user email address. To edit any of these click inside the text box and overwrite with changes and then click the save button.



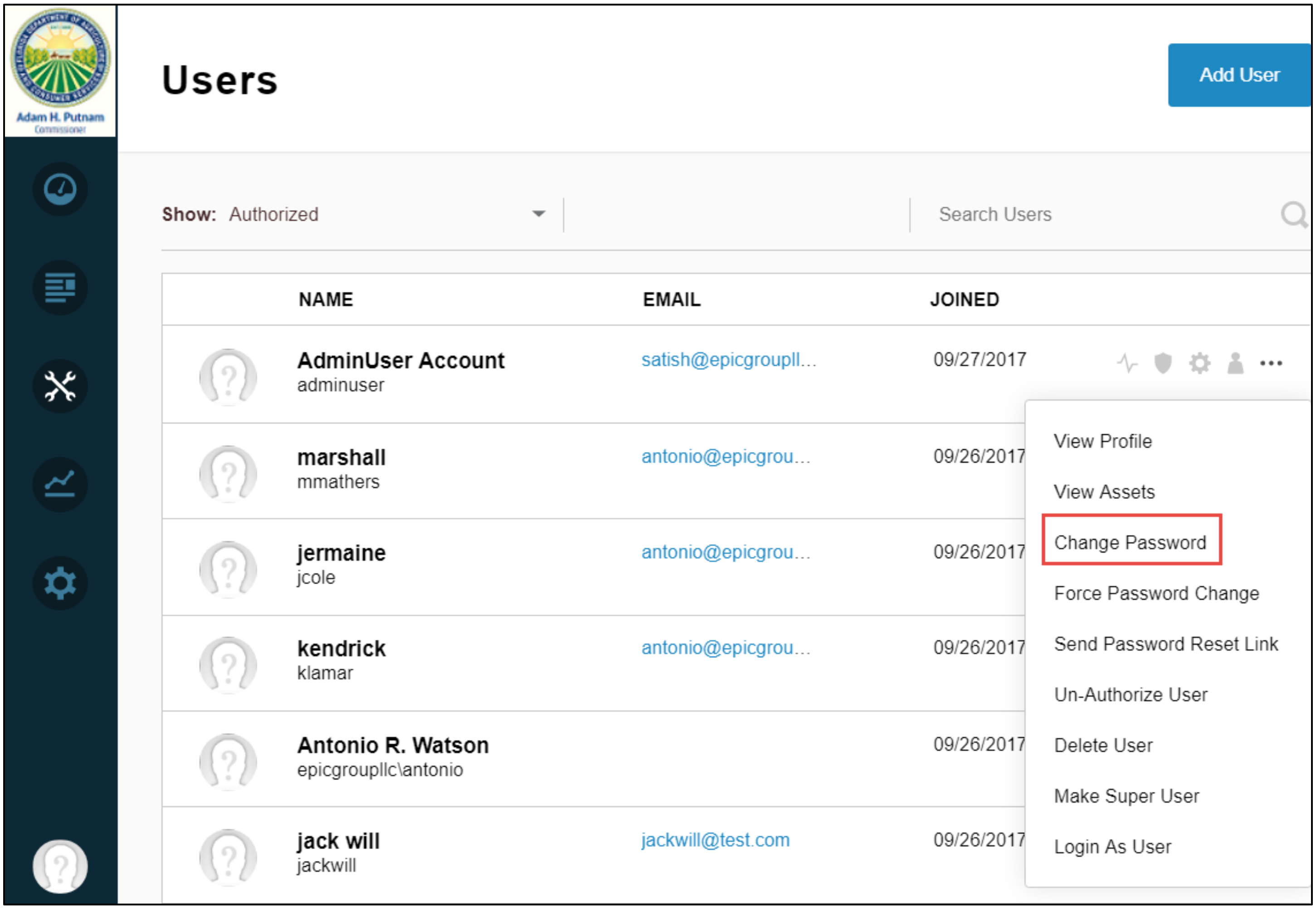
7.1.9 User Account Data

The User Account Settings also shows information about the account such as created date, last login date, last activity date, last password change, last lock-out date, user online status and authorized status.

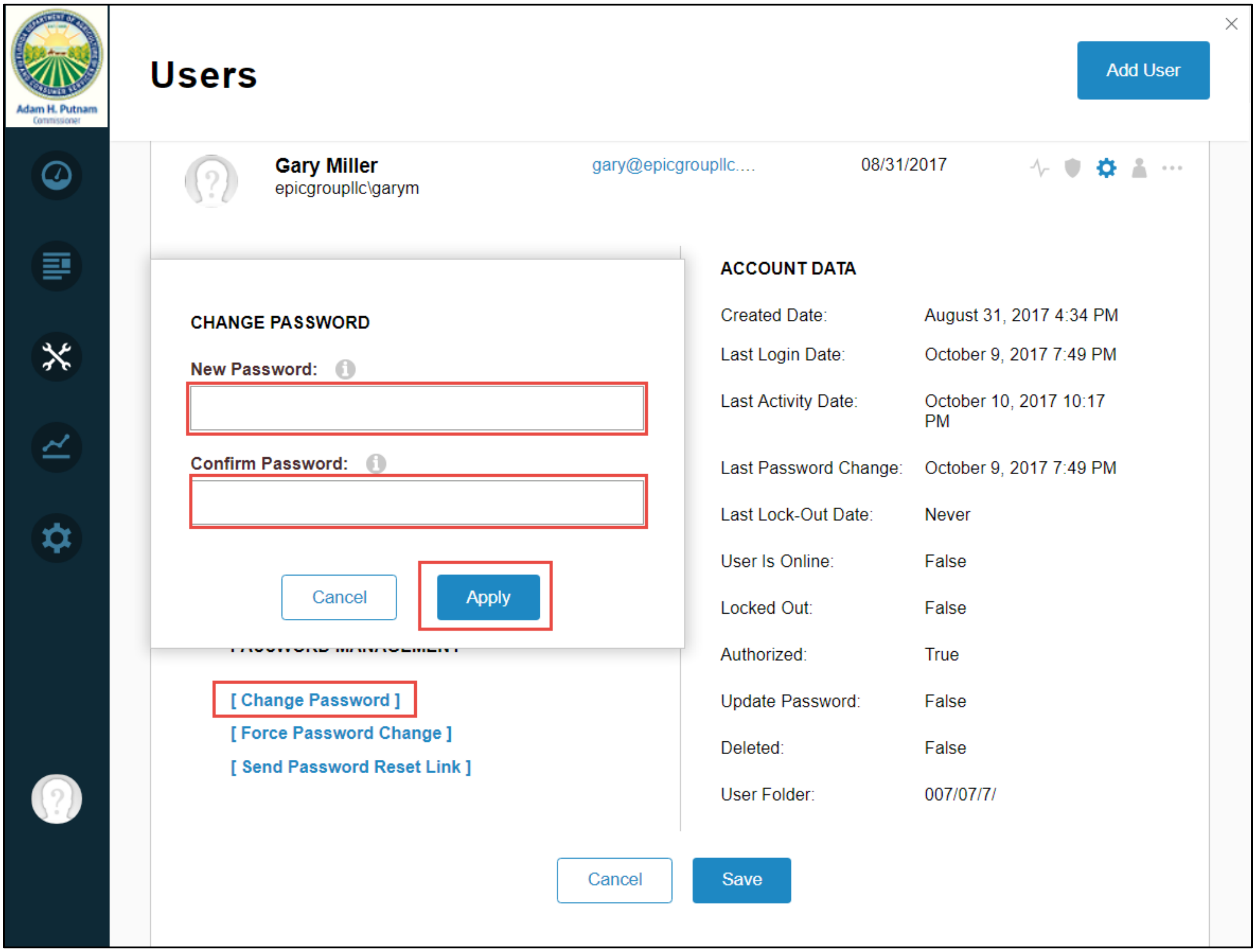


7.1.10 Reset User's Password

To reset the user's password select the change password function.

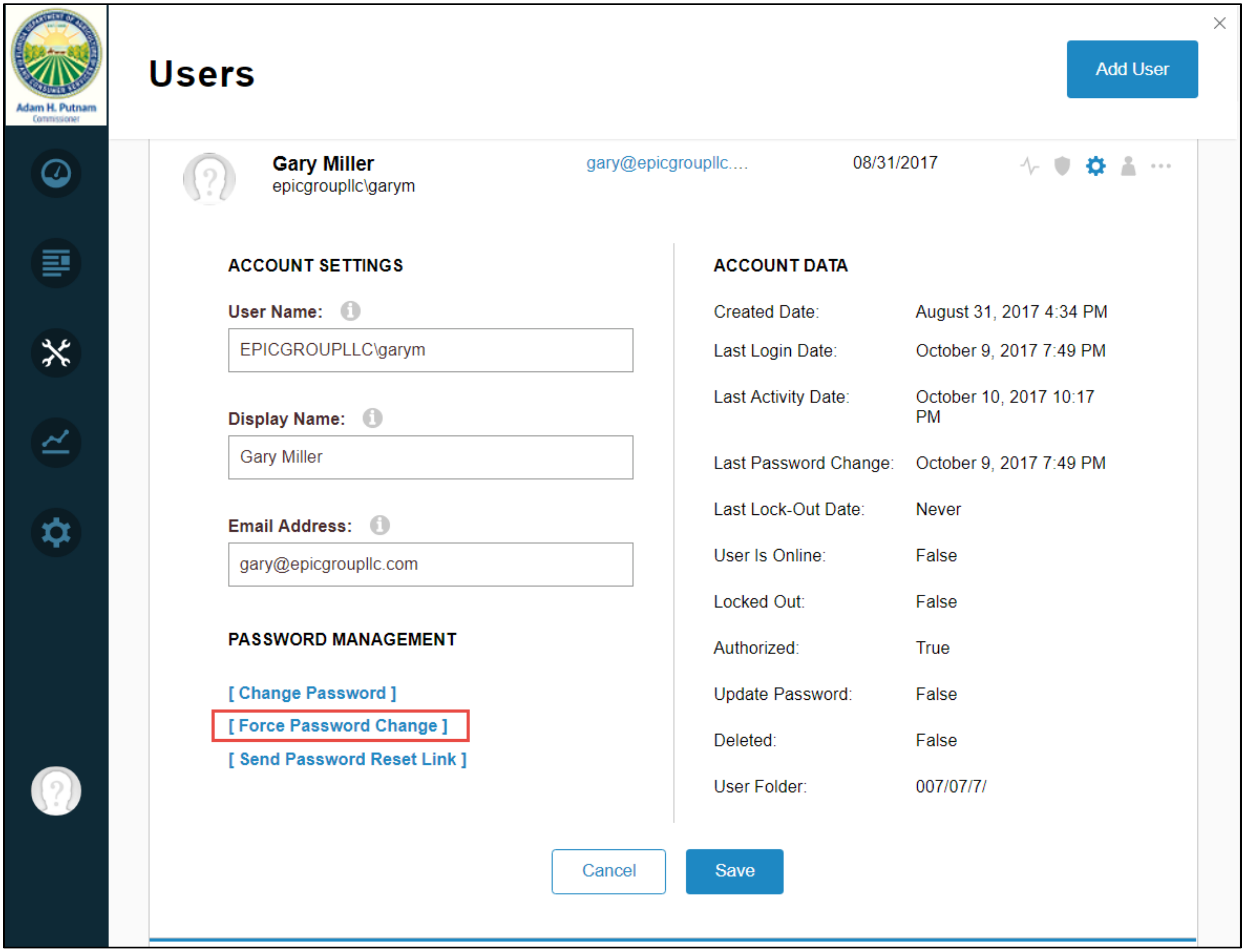


Enter in the new password and then retype the password again in the password confirmation field and click the "Apply". The system will update the user's password.



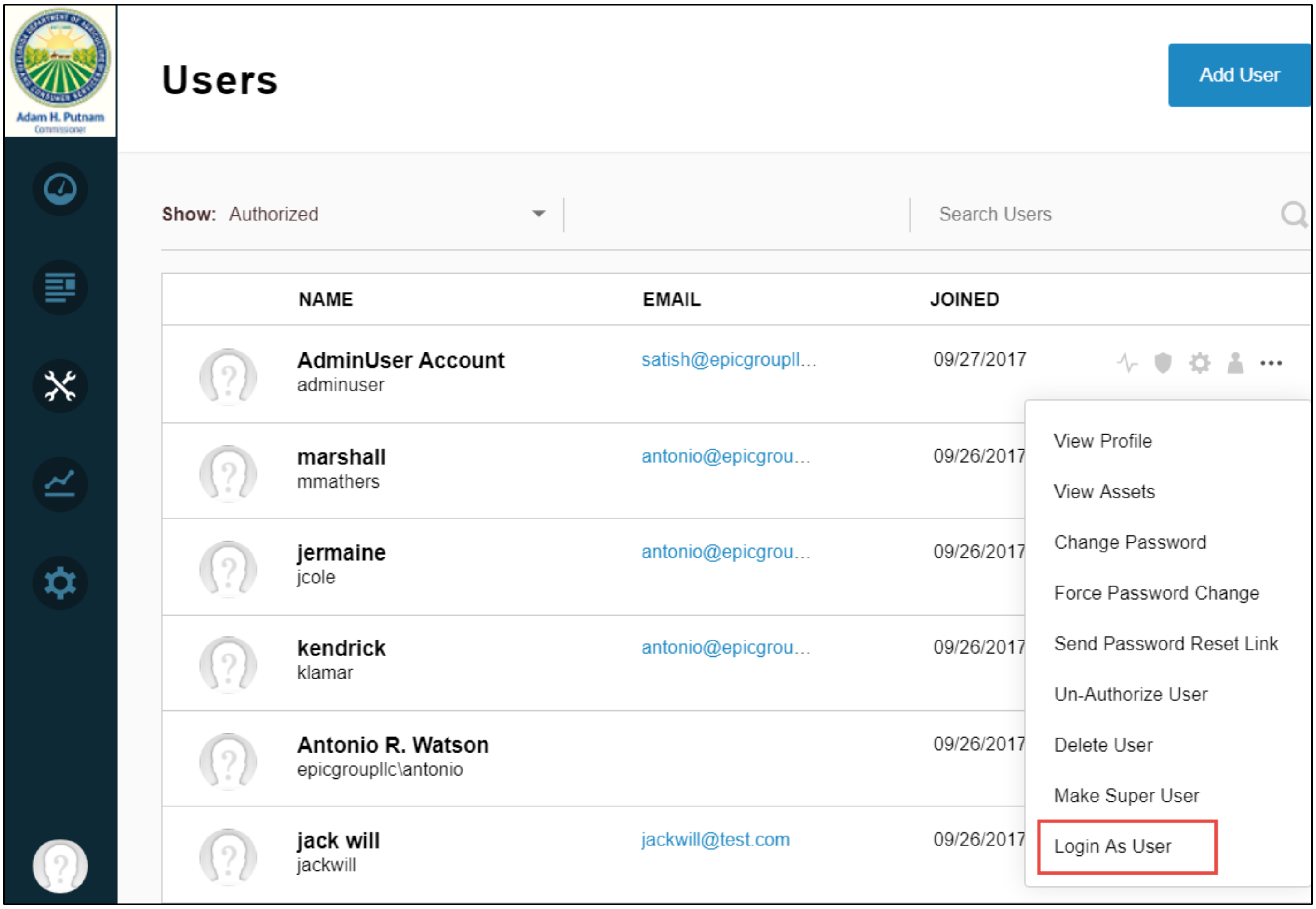
7.1.11 Force Password Change

To force a user to reset their password at next login, click the "Force Password Change" under Password Management. The system will send an email notification to the user of the need to change their password and provide the user with a reset link for the user to follow to reset their password.



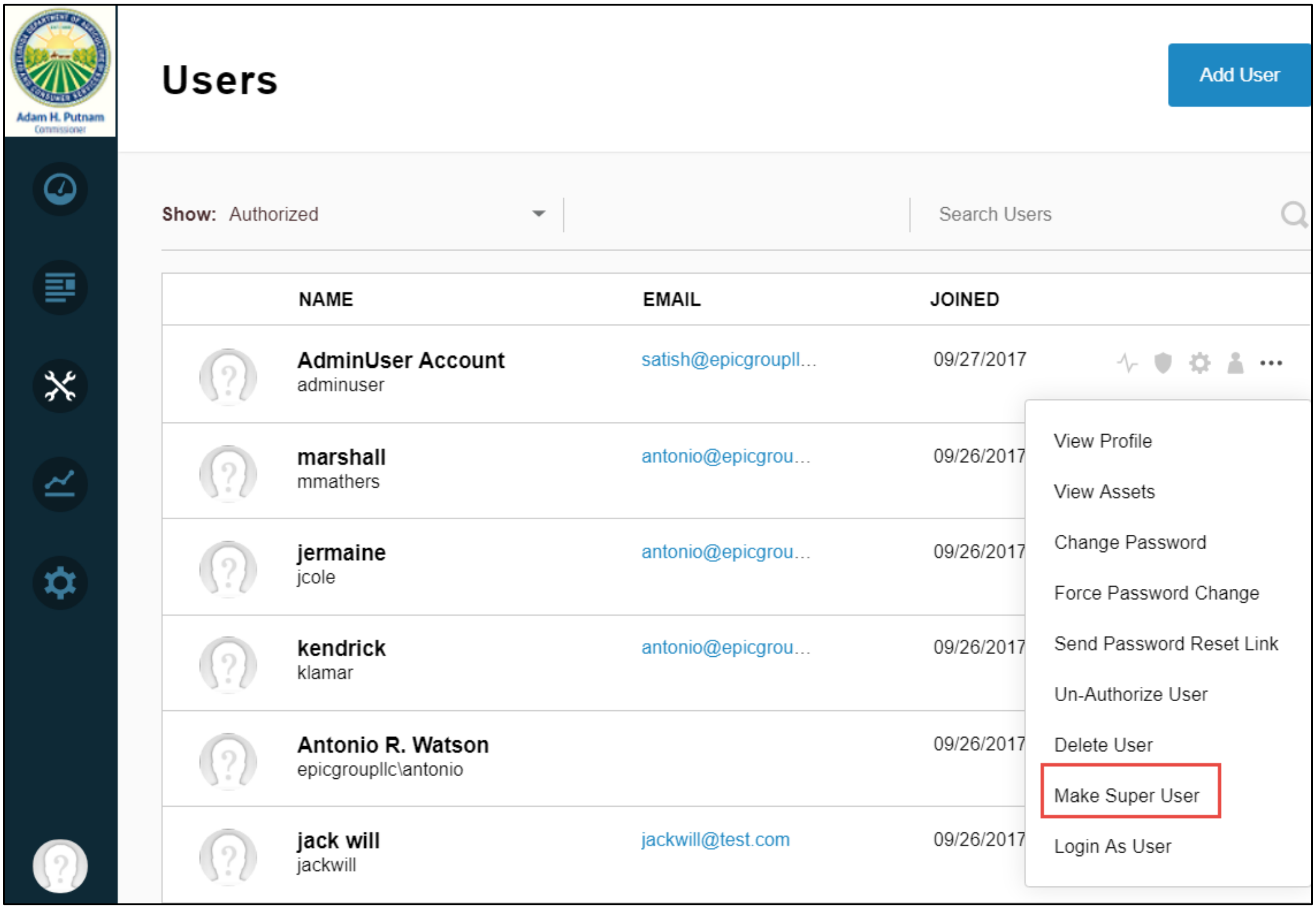
7.1.12 Login as User

To login as another user, click the "…" menu icon for that user and click Login as User. The system will log in the Super User as the user selected.



7.1.13 Make Super User

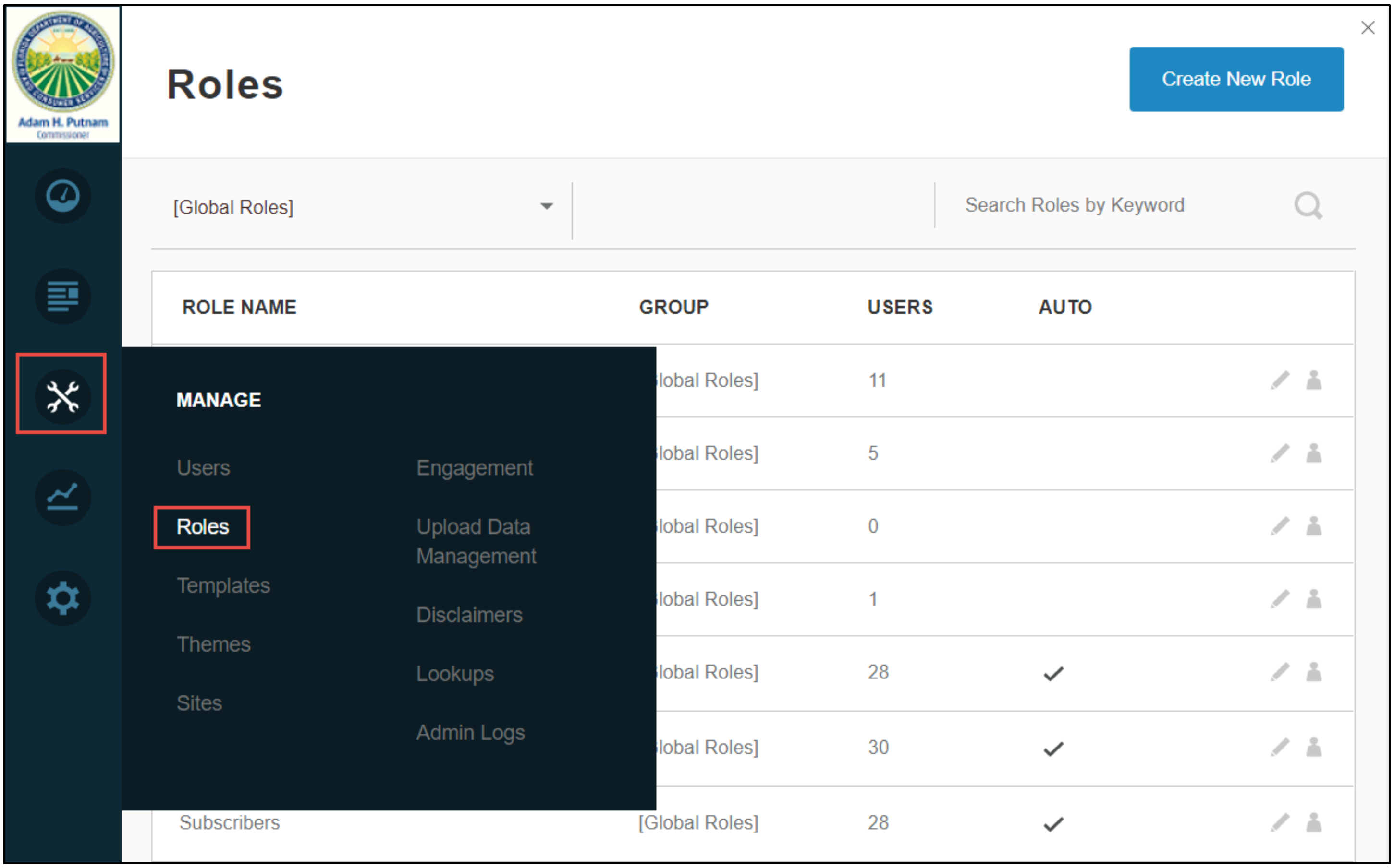
To make an account into a Super User account, click the "…" menu icon for that user and click "Make Super User". The system will update the user account to Super User.



7.2 Manage Roles

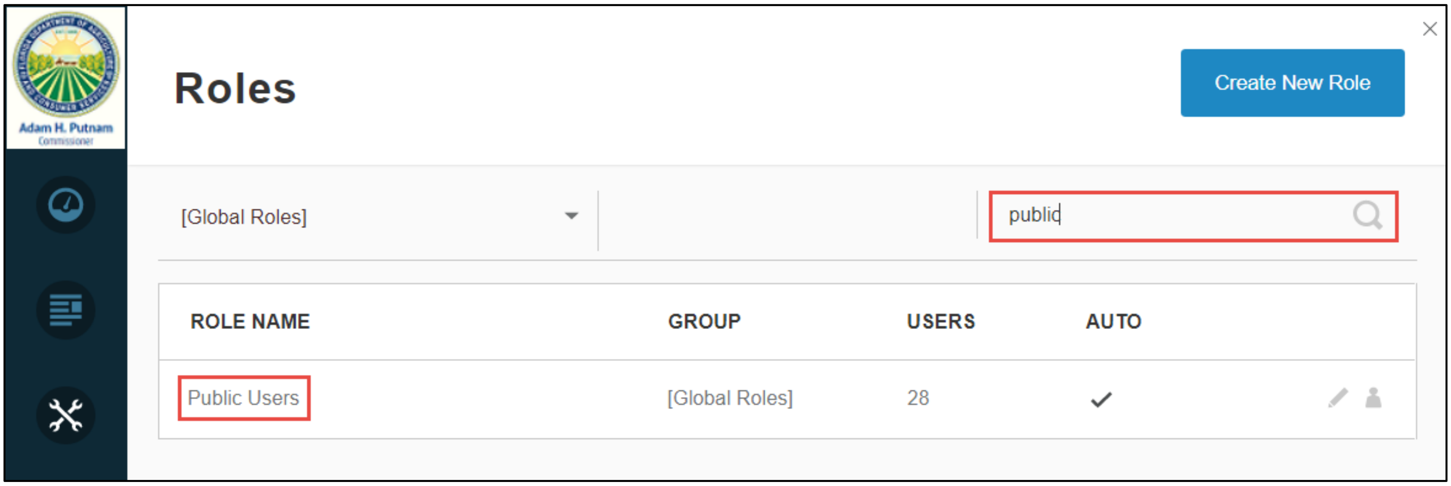
7.2.1 View Roles

To view the Roles List, login with an administrator account. Next, click the "Manage" icon on the admin menu on the left side of the screen and click "Roles"



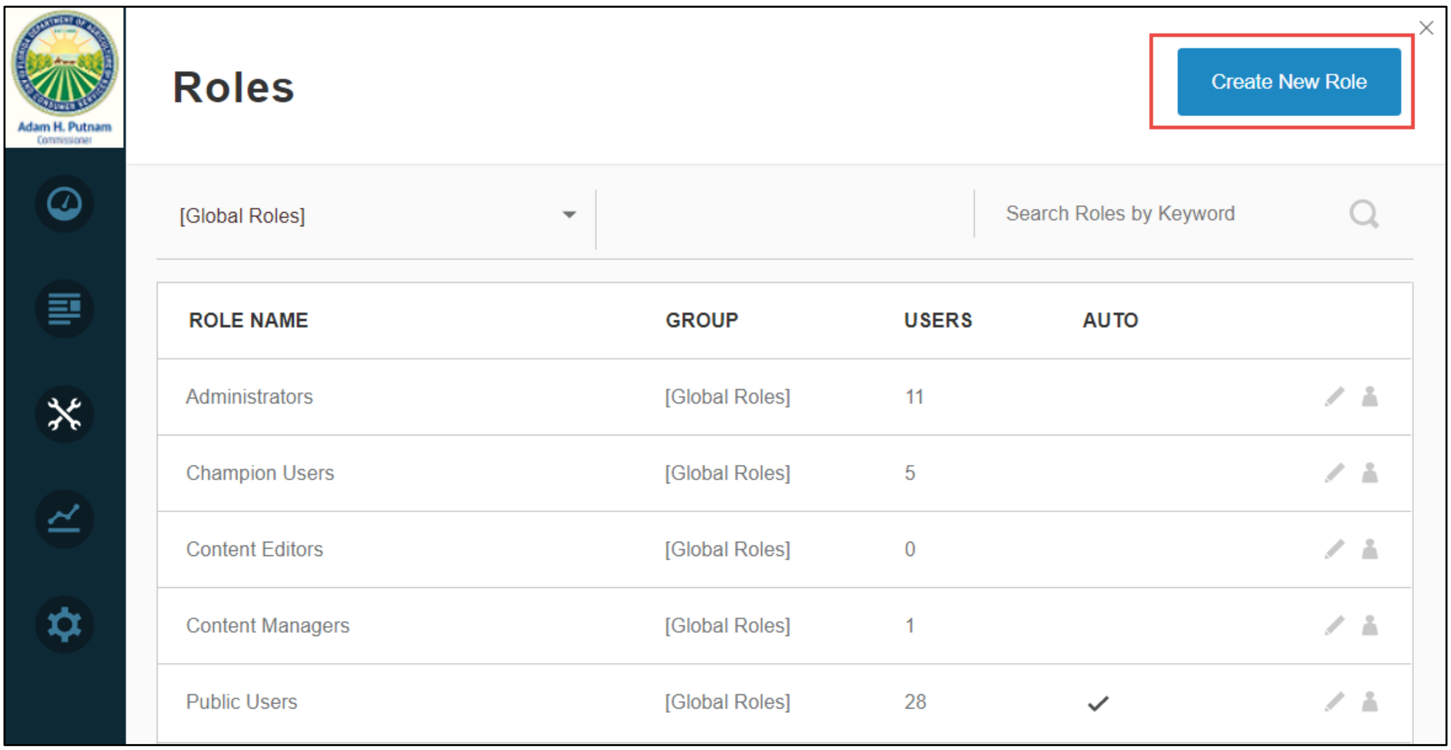
7.2.2 Search Roles

To search the Roles List, start typing into the search box and the system will return matching results.

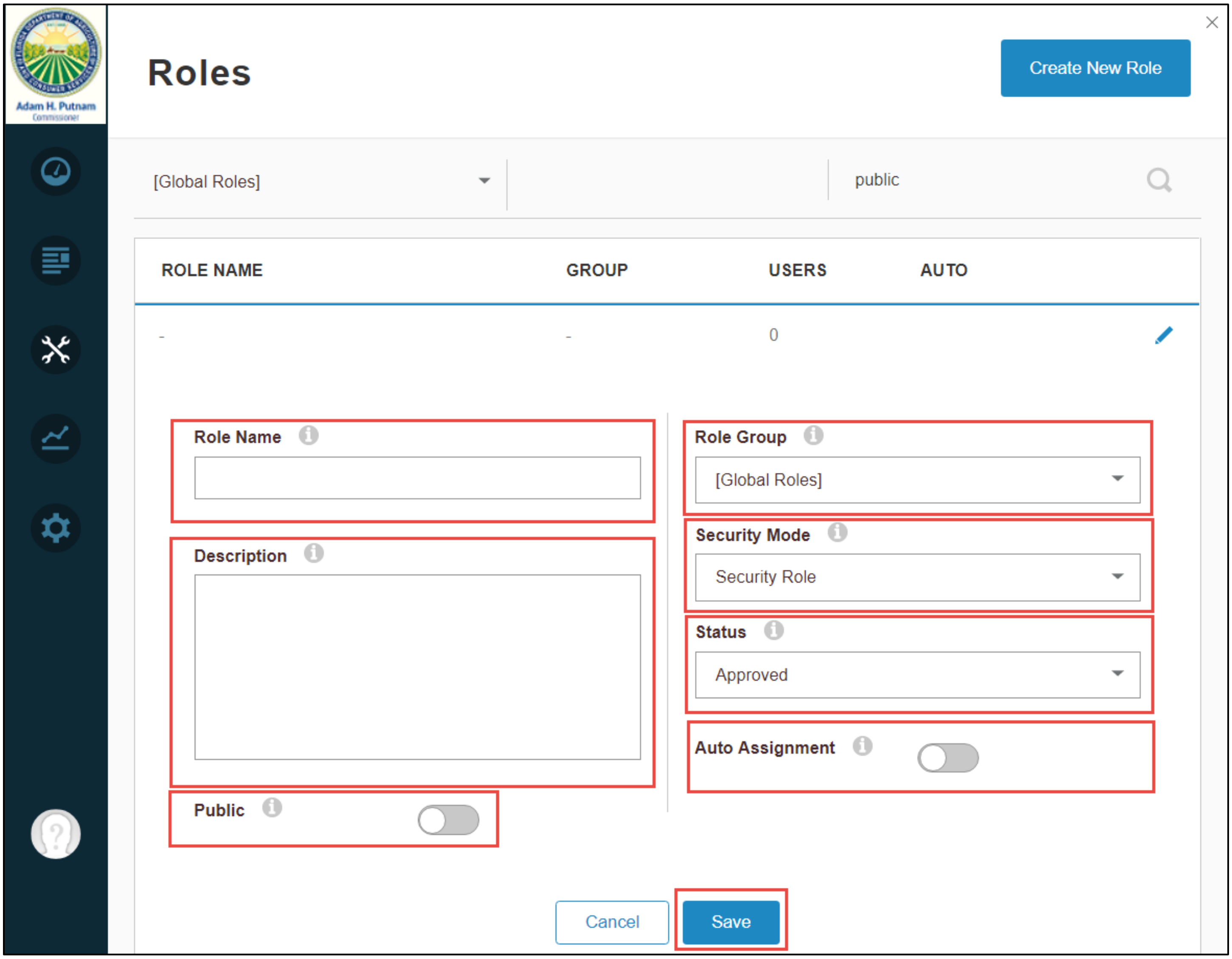


7.2.3 Add Roles

To add a role, click the “Create New Role” button.

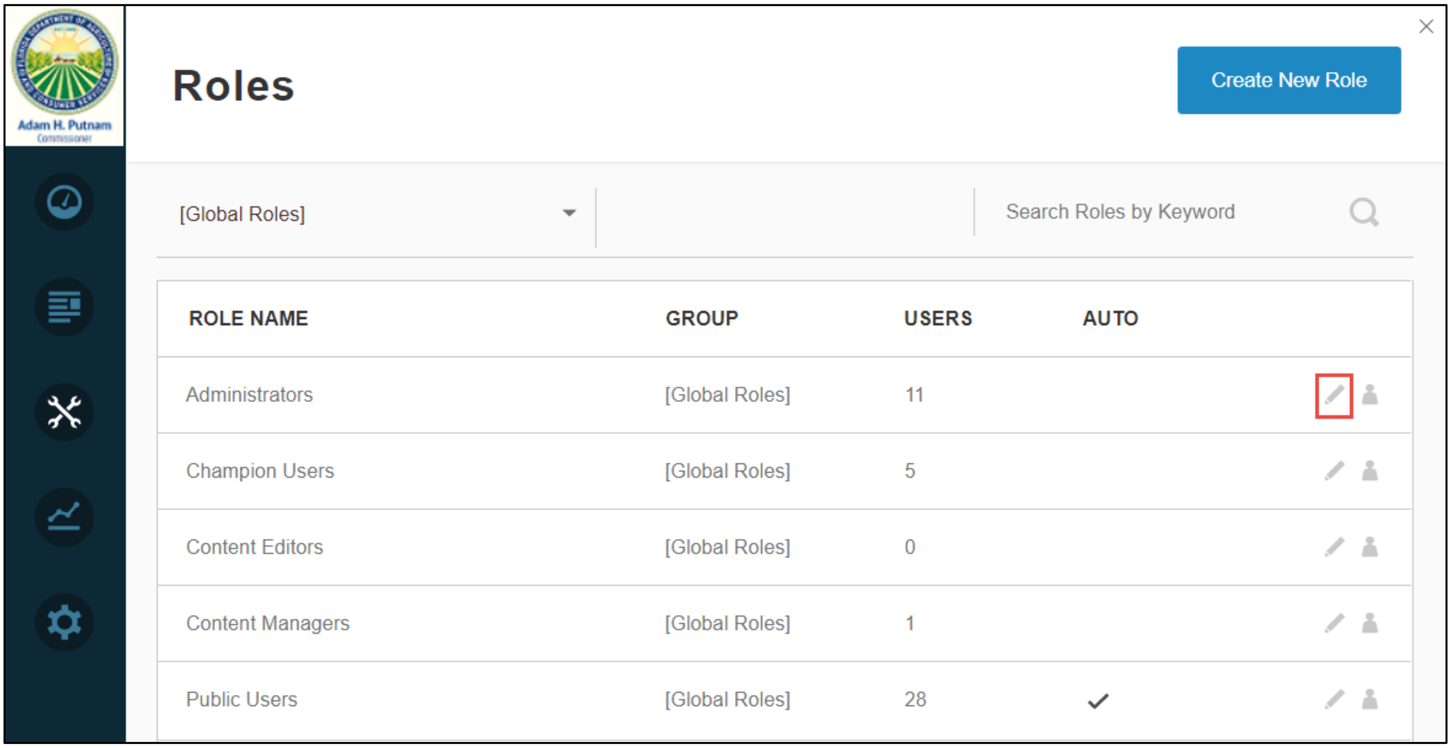


Next, enter a name for the Role, a description for the Role, select Public or not (Check this box if users can subscribe to this role via the Manage Services page of their user account), choose the Role group that to add the new Role to, choose the security mode for the role, choose the status for the role and choose if this role will automatically be assigned to all users and click the “Save” button. The system will save the Role to the Role List.

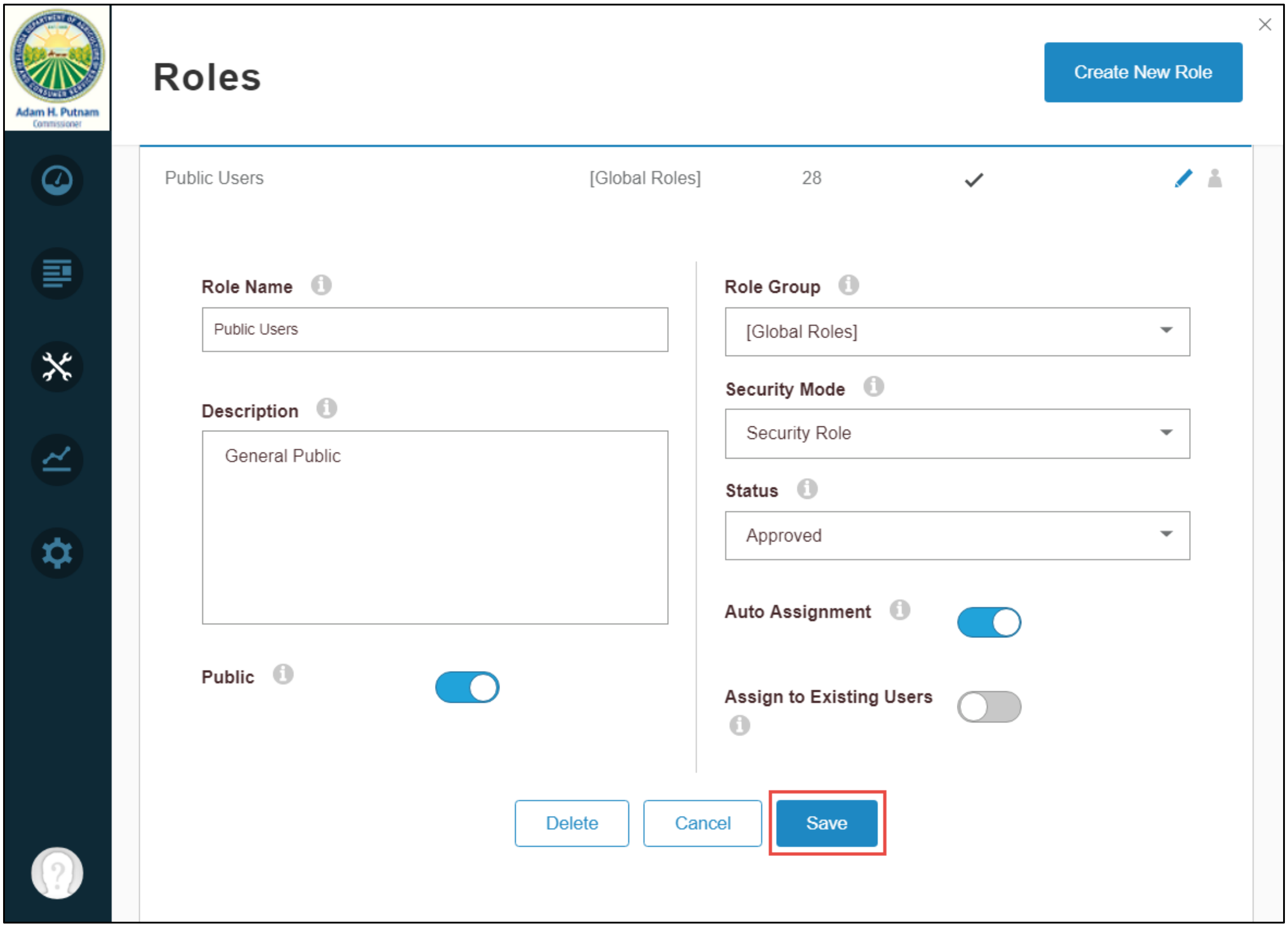


7.2.4 Edit Roles

To edit a Role, click the “Edit” icon for the Role that is to be edited.

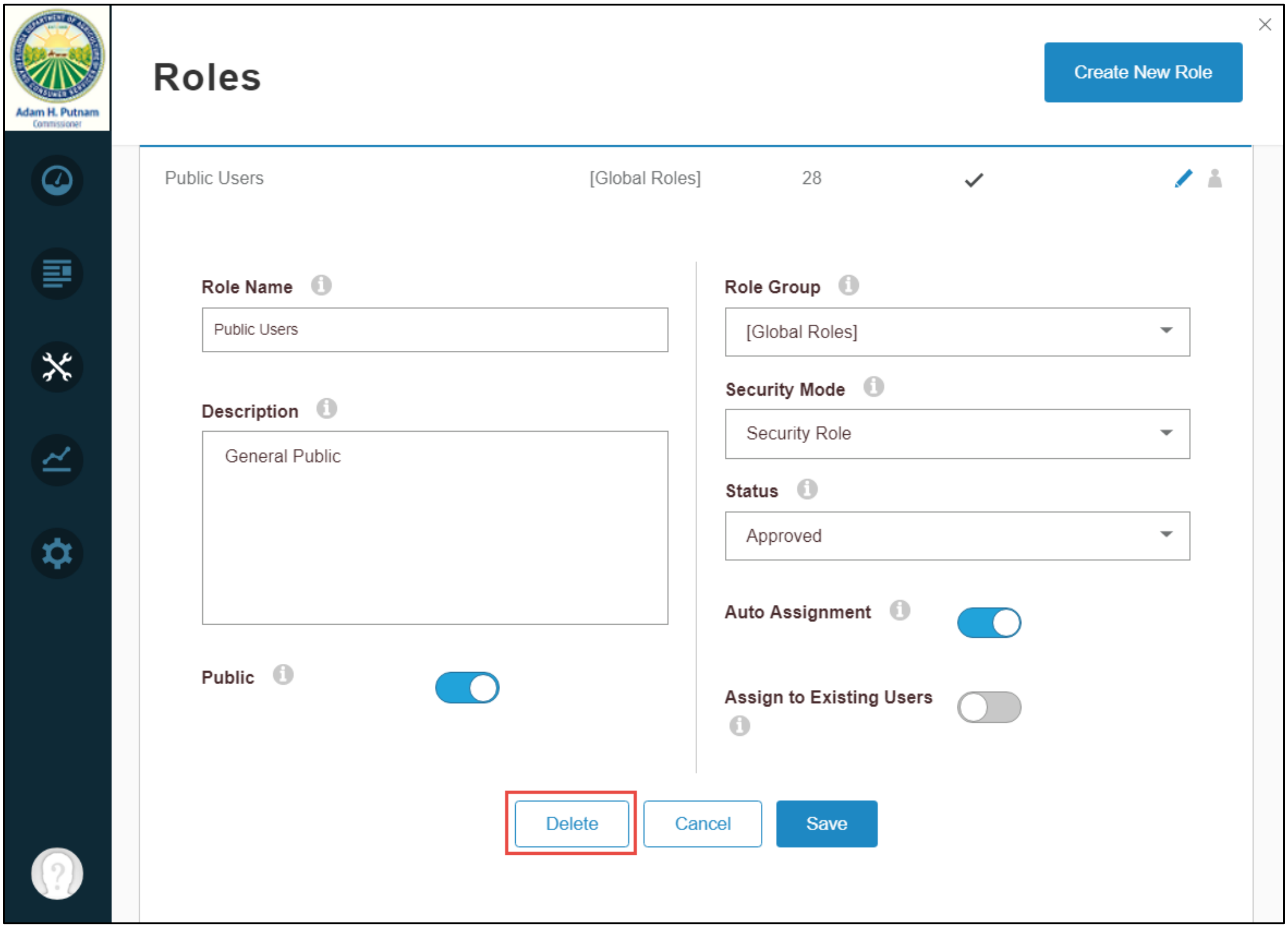


Next, make necessary updates and click the “Save” button.



7.2.5 Delete Roles

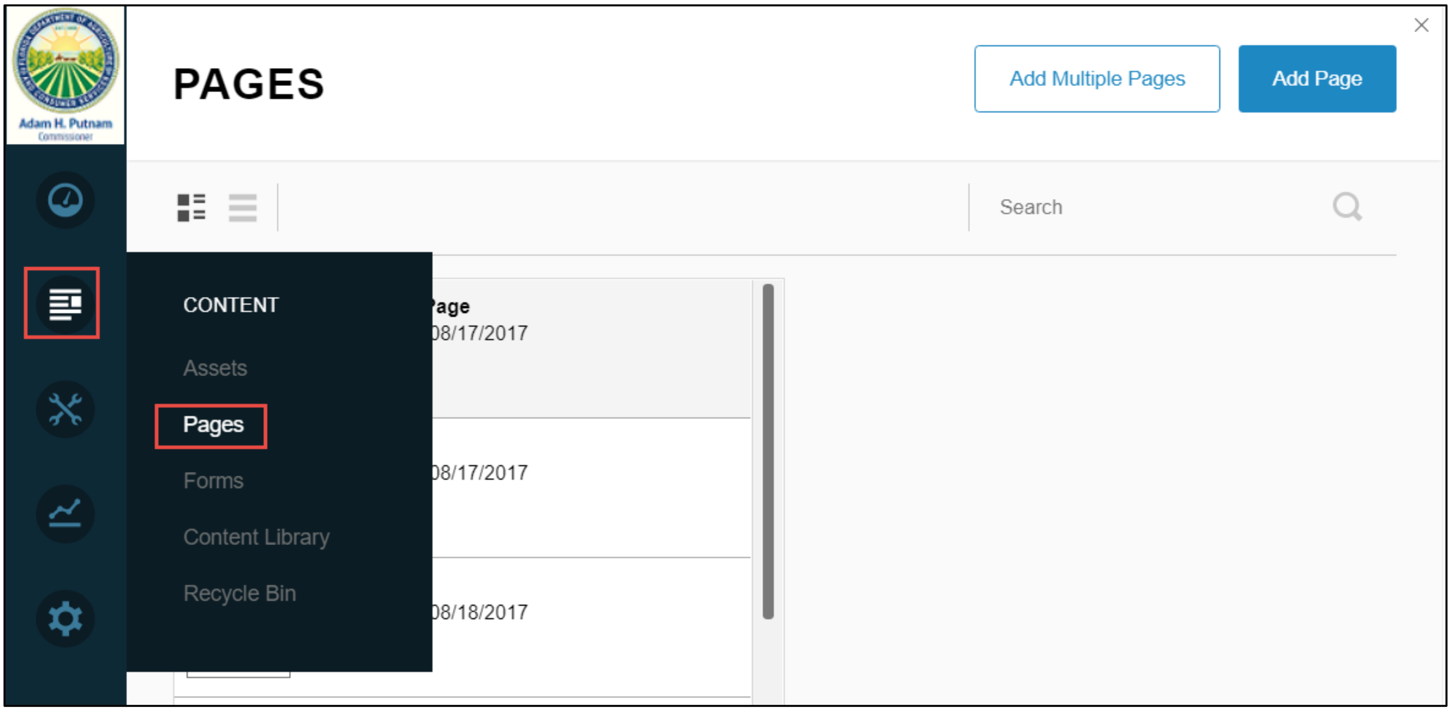
To Delete a Role, click the “Edit” icon for the role that is to be deleted. Next, click the “Delete” button. The system will display a pop up asking for confirmation of the deletion. Click the “Ok” button.



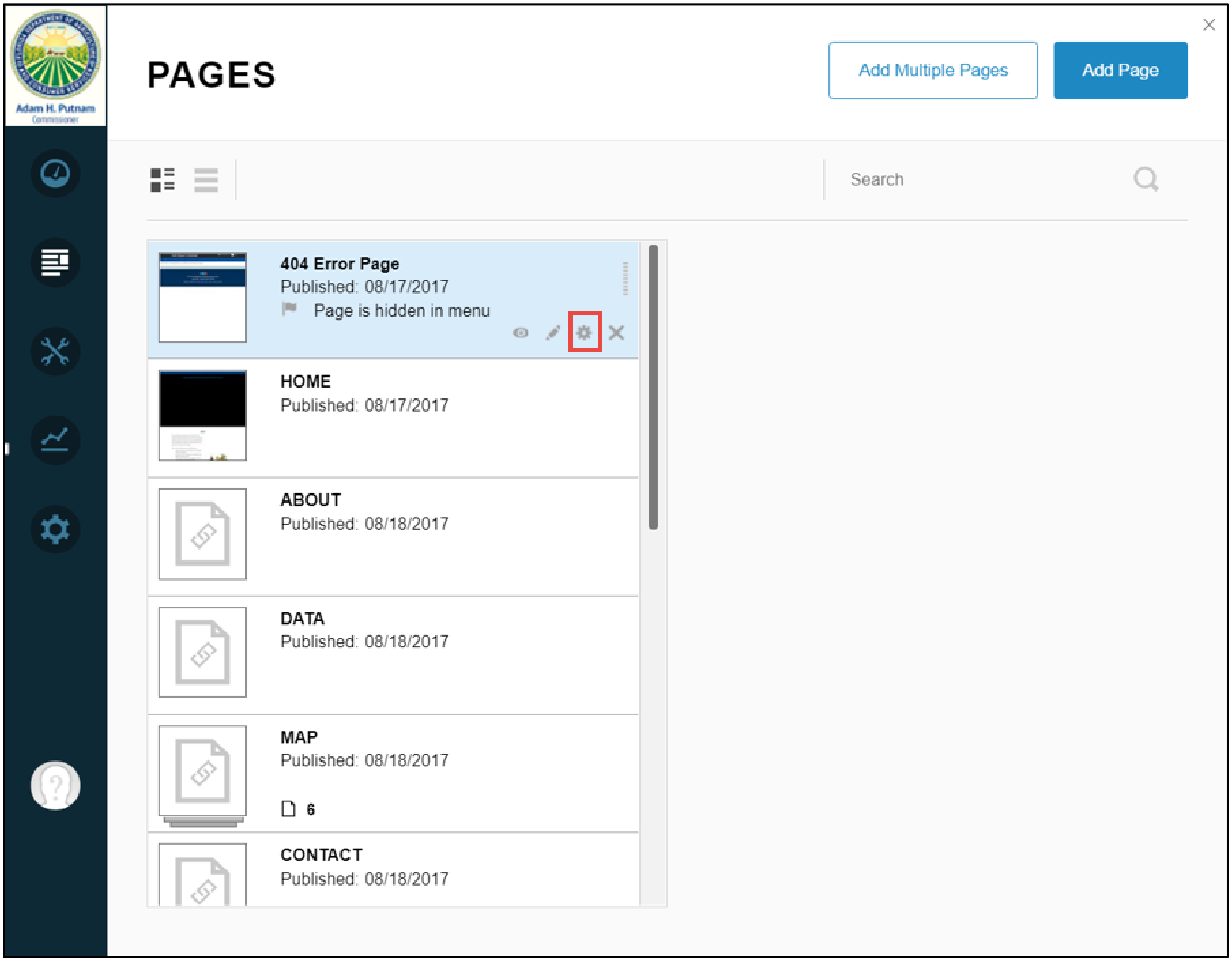
7.3 Manage Permissions

7.3.1 View Permissions

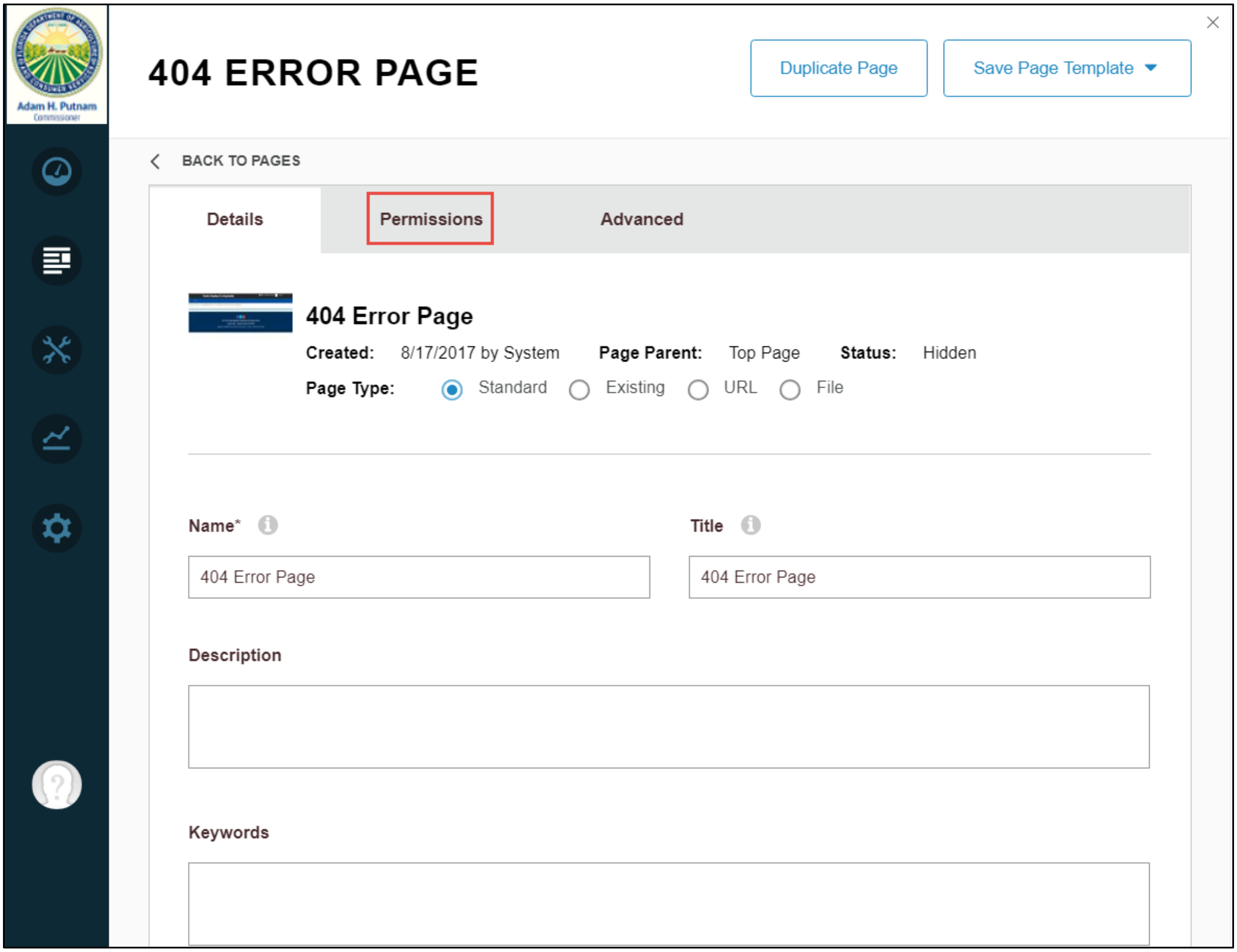
To view Permissions, sign in with an admin account. Next, click on the "Content" icon on the Amin menu located on the left side of the screen and then click "Pages"



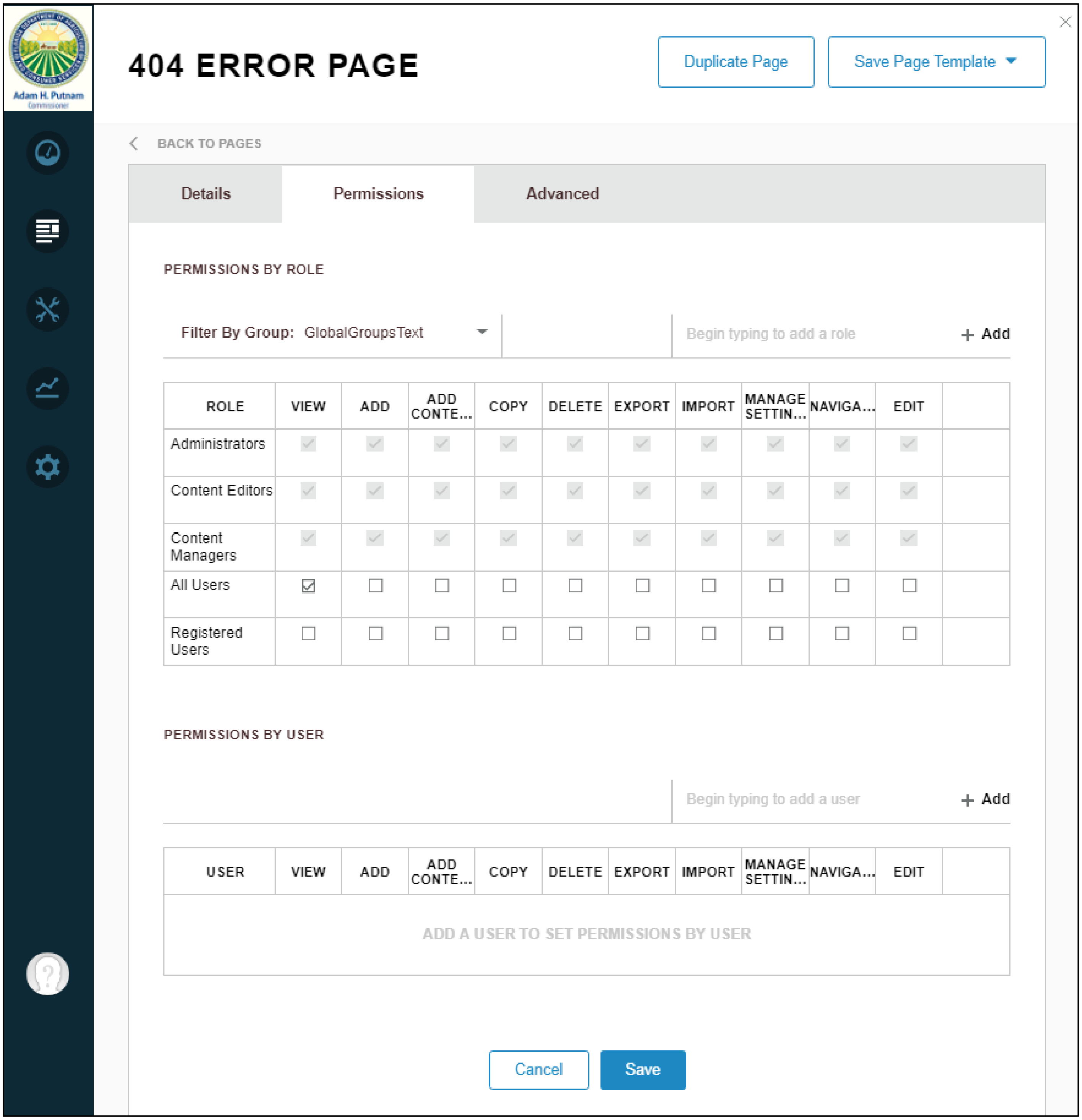
The system will display the Pages List. To view the permissions for a page, click the settings button.



Next select the Permissions tab to view the permission for the page.

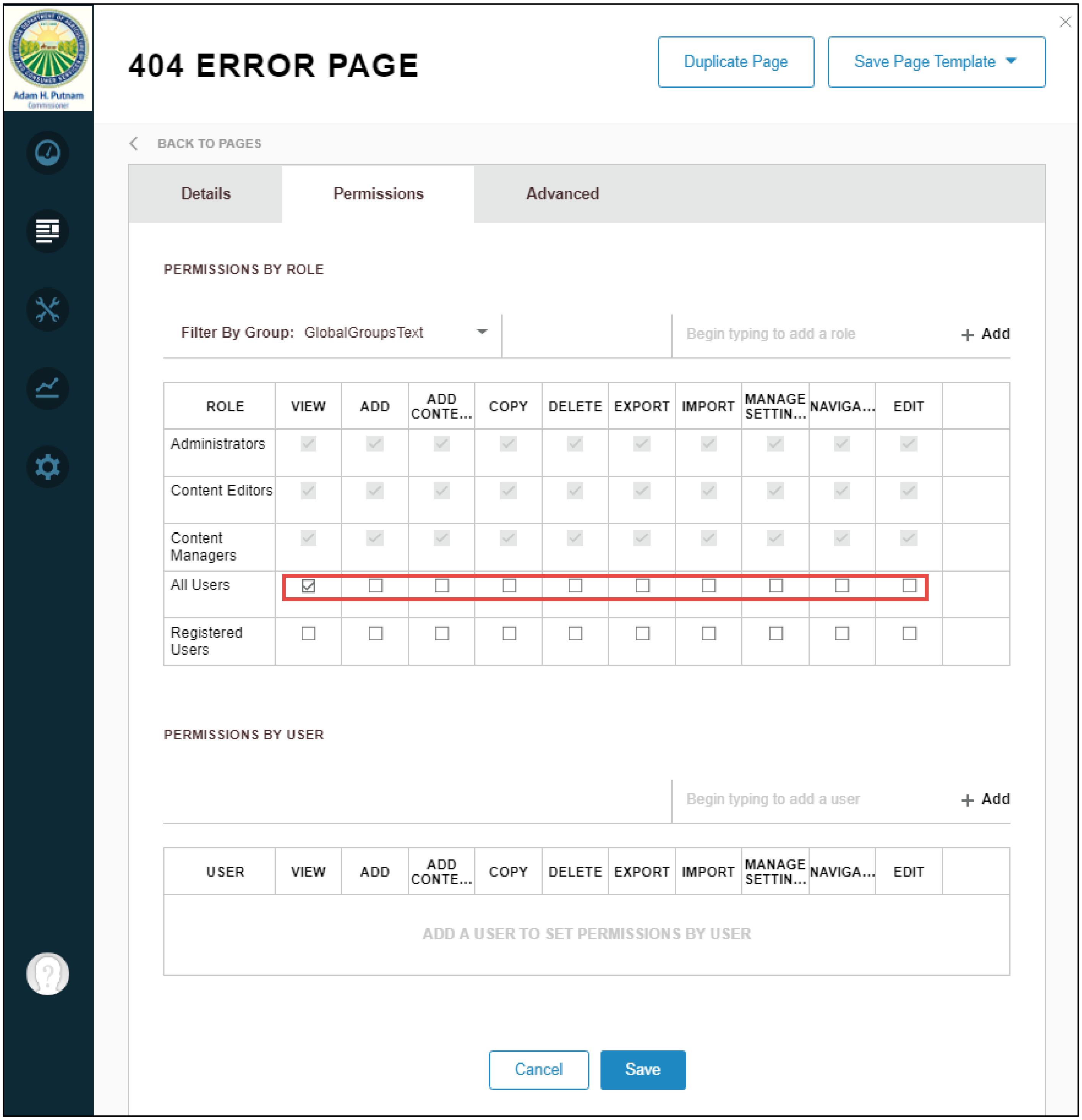


The system will display the Permissions for the page.



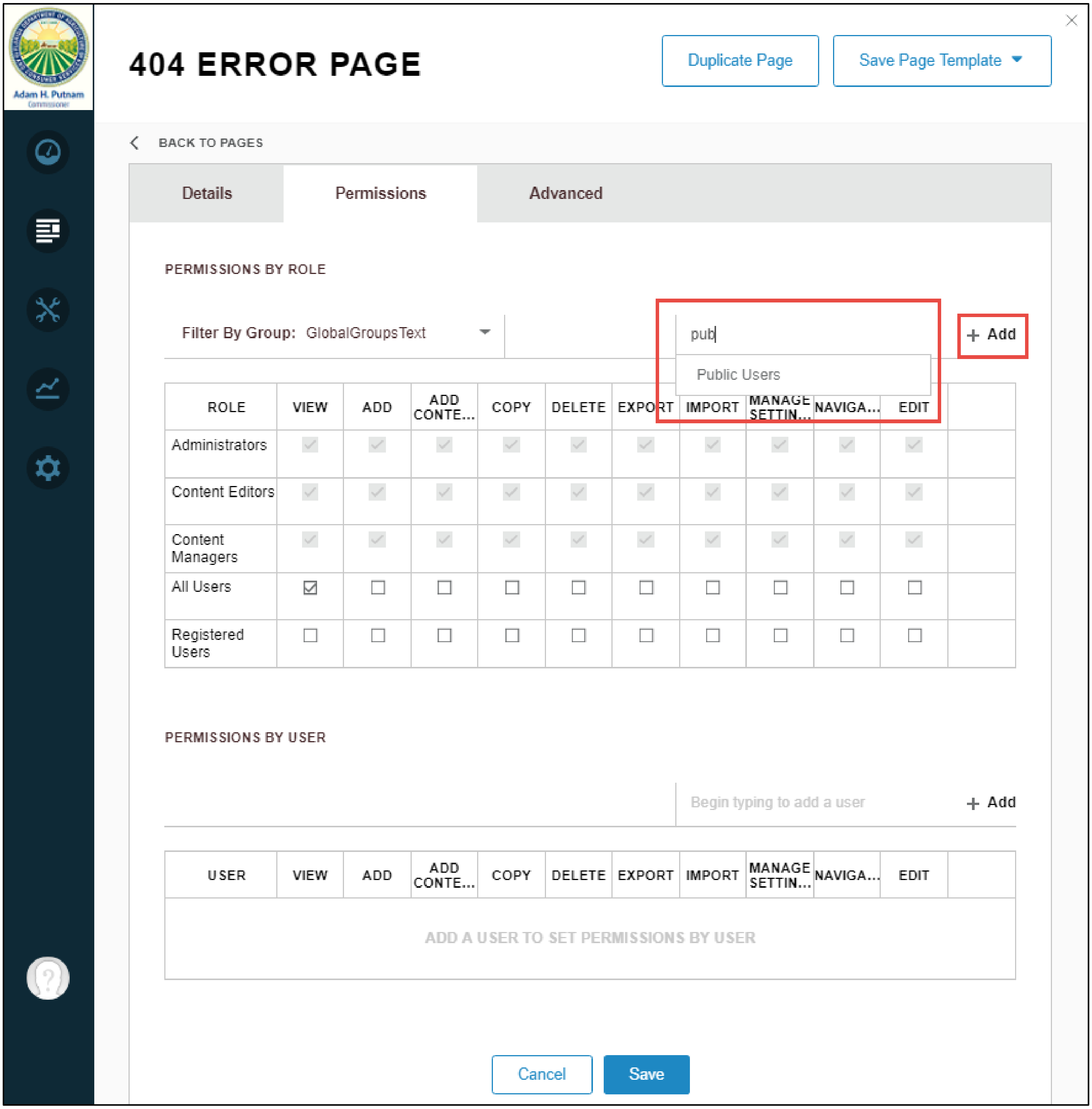
7.3.2 Permissions by Role

Permissions can be set by Role. To set Permissions by role for a page, check the box for each function or control to be allowed for that role and click the “Save” button.



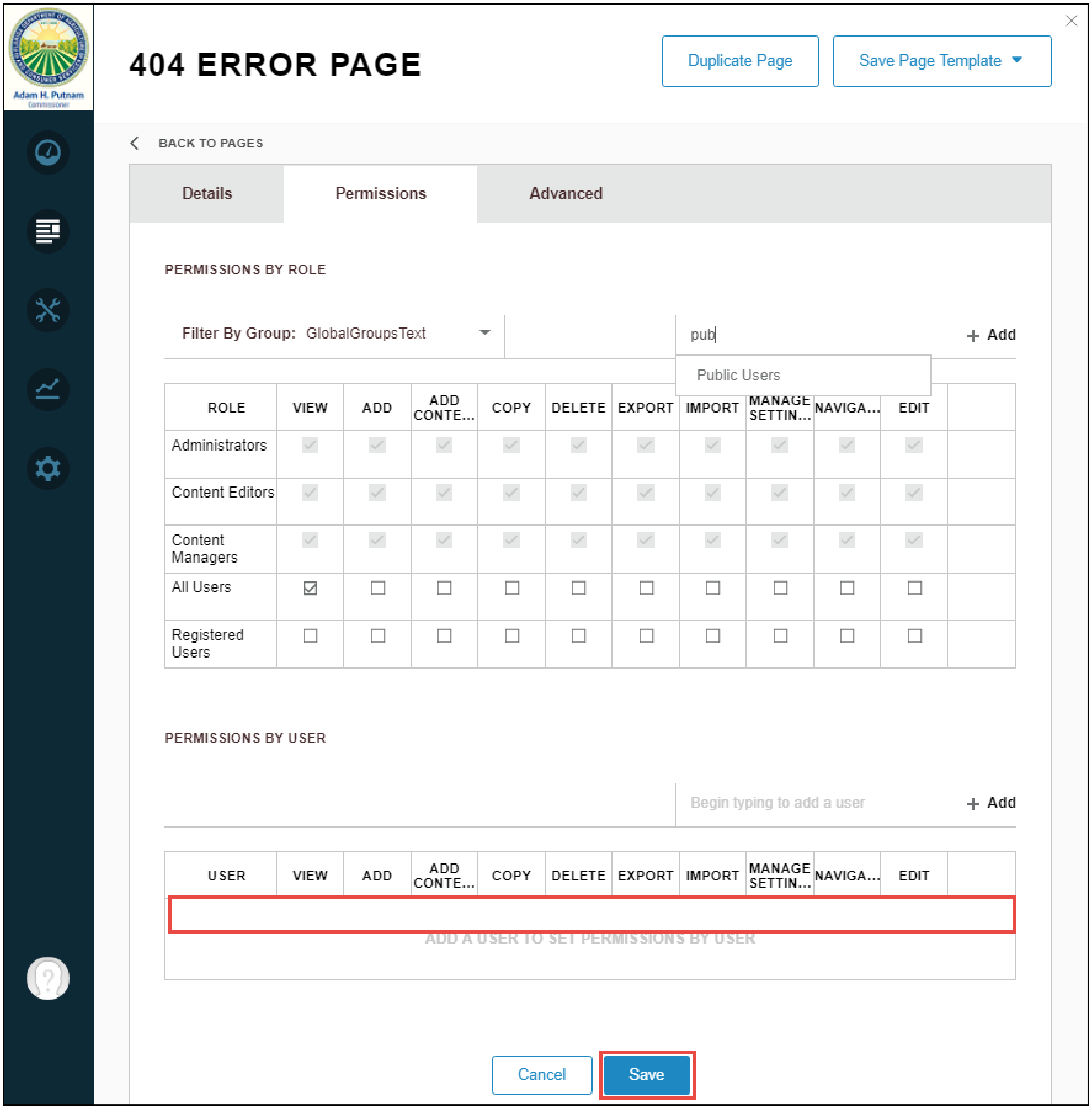
7.3.2.1 Search and Add Role

To search for a Role to add, begin typing the name of the roll to be added in the search box. The system will return matching results. Click the appropriate result. Next, click the “Add” button. The role will be added to the list of Roles and is ready to have permissions set.



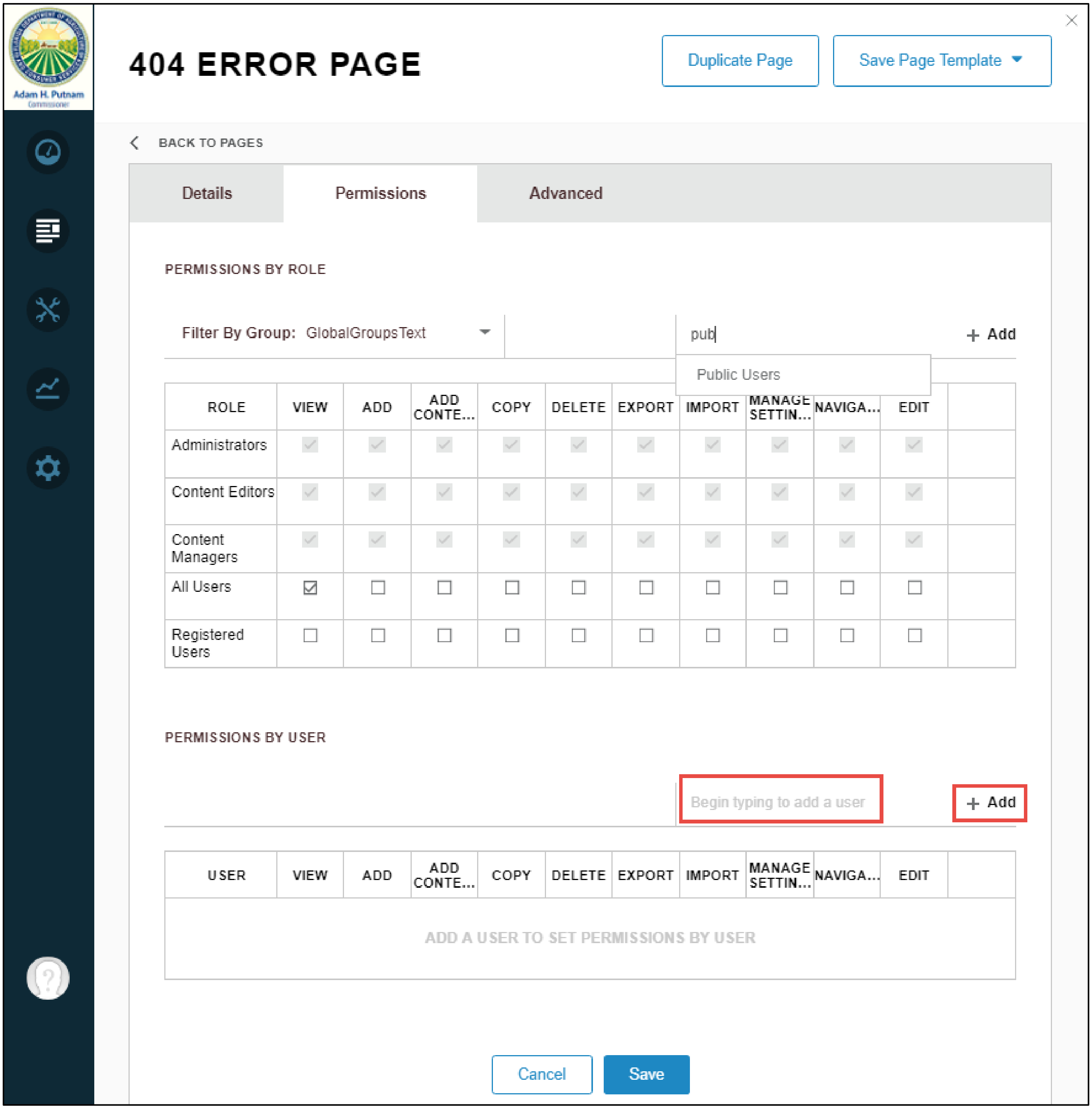
7.3.3 Permissions by User

Permissions can be set by user. To set Permissions by user for a page, check the box for each function or control to be allowed for that user and click the “Save” button.



7.3.3.1 Search & Add User

To search for a User to add, begin typing the name of the User to be added in the search box. The system will return matching results. Click the appropriate result. Next, click the “Add” button. The role will be added to the list of Users and is ready to have permissions set.



8 Help

8.1 FAQ, Contact & User Manual

8.1.1 FAQ

FAQ provides users with questions and answers of commonly asked questions in reference to Florida's Roadmap to Living Healthy application. To navigate to the FAQ, click "FAQ" under "Help" in the top menu for the application.

8.1.2 Contact Information

Contact information is to report issues, concerns or submit questions in regards to the Roadmap to Living Healthy application. The contact information is provided in the "Contact" section of the Homepage. To navigate to the "Contact" section of the Homepage, click "Contact" on the main menu located at the top of the Homepage or manually scroll down the Homepage until you reach the "Contact" section.

8.1.3 User Manual

The user manual contains step by step instructions to navigate users through the usage of the Roadmap to Living Healthy application. To read the user manual, click "User Manual" under "Help" on the main menu located at the top of the Homepage.